

**UNIVERSITY**  
**EXAMINATION REGULATIONS**

## INTRODUCTION

The examination regulations contained in this handbook provide for the criteria and other conditions relating to examinations leading to Degree/Diploma awards at Ardhi University. "Examination" in these regulations refers to a formal, supervised assessment activity which contributes to the overall mark used to assess student learning outcomes.

The regulations have been synthesized into a single document in an attempt to keep the students, their supervisors, the academic community at the University and the public at large better informed of the university education which is offered at Ardhi University.

The handbook contains four components; the general university examination Regulations which cater for both undergraduate and postgraduate students; undergraduate examination regulations which cater for undergraduate students only; postgraduate examination regulations which cater for postgraduate students only and examinations regulations which cater for the specific schools' requirements. Postgraduate examination regulations must be read together with the General Regulations and Guidelines for Postgraduate Study Programmes.

All enquiries concerning these examinations regulations should be addressed to:

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## UNIVERSITY GENERAL EXAMINATION REGULATIONS

### 1. Registration for Programme/Course

- 1.1 At the beginning of the semester, each student is required to consult his/her Head of Department for the purpose of charting out courses for the semester. Approval of the courses by the Head of Department and the School Dean/Institute Director shall constitute formal enrolment for all the courses listed in the programme. For the purpose of charting out courses for the year, the Department shall appoint an academic advisor for each student. Each student shall confer with academic advisor in charting out courses for the semester.
- 1.2 Each department may prescribe core and elective courses. Students may be allowed to select relevant elective courses from other programmes offered in the University subject to approval by the School. The elective course(s) shall also count towards the degree classification as prescribed in the respective programme curriculum.
- 1.3 A student who has registered for elective course but wishes to withdraw from that course must apply to the Head/Dean/Director, as the case may be, of the unit hosting the course through the Head of the course offering Department for permission to do so. No student will be permitted to commence any course three weeks after the beginning of the semester or withdraw from the course two weeks after the beginning of the semester.
- 1.4 Students may transfer from one academic programme to another in Year I only. No first year student shall be allowed to transfer to another programme after three weeks from the start of the first semester. Transfer shall be subject to availability of places in the preferred programme, admission points and approval by the Senate.

### 2. Registration for Examination

- 2.1 There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a programme of study shall be deemed as adequate registration for the requisite examinations in the particular programme of study.
- 2.2 Subject to approval by Senate, the Board of each, School, and academic Institute shall make such internal examination regulation as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the University, School, or academic Institute, as the case may be.

### 3. Eligibility for Examinations

- 3.1 Students are required to complete coursework before they can be allowed to sit for the University Examination.
- 3.2 The Dean of a School or the Director of academic Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean or Director is not satisfied that the candidate has completed satisfactorily by attendance and the requirements of the course.
- 3.3 Where a candidate who has been barred in accordance with paragraph 3.1 and 3.2 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- 3.4 A candidate whose work or progress is considered unsatisfactory may be required by Senate or, in that behalf, by the Senate Undergraduate Studies Committee or the Senate Higher degree Research and Publications Committee, on the recommendation of the appropriate School, or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination.

- 3.5 Unsatisfactory shall mean unattendance in a course for a total of 20% hours in any one semester and non presentation of progress reports of dissertations/projects.
- 3.6 Where a student who has not registered for a course sits for an examination, the examination results shall be nullified.

#### **4. Absence from Examinations**

- 4.1 A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be discontinued from the University.
- 4.2 A student who has postponed examination and is required to sit for a special examination shall be assigned "PEX" grade (postponed exam) and one who, for satisfactory reasons has not completed his/her coursework shall be assigned an "I" grade (incomplete).
- 4.3 A student who has a "PEX" or "I" grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective school/institute Board, a student who will not clear any "PEX" or "I" grade at the time of special examination will be considered to have absconded studies.

#### **5. Form of Examination and Assessment**

- 5.1 Examinations shall include continuous assessment (tests, assignments, seminar presentations or any other form of assessment specified in the curriculum or School/Department specific examination regulations) and University examinations including written, practical, oral examinations where appropriate.
- 5.2 For the purpose of continuous coursework assessment in each semester, there shall be two written tests under examination conditions, and two homework or practical/fieldwork exercises or laboratory reports or quizzes or a combination thereof for each course.
- 5.3 Candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written/practical examinations.
- 5.4 The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by Senate, on the recommendations of the appropriate School, or academic Institute Board.
- 5.5 Assessment of the student's progress shall be based on the following grading system:

|                |                            |
|----------------|----------------------------|
| A = 70% - 100% | B <sup>+</sup> = 60% - 69% |
| B = 50% - 59%  | C = 40% - 49%              |
| D = 35% - 39%  | E = 0% - 34%               |

The above range of marks being a result of rounding of all decimals of the marks

- 5.6 The minimum passing grade shall be "C" for Undergraduate and "B" for Postgraduate.

#### **6. Dates of Examination**

- 6.1 Examinations in Schools and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a School, or academic Institute Board or University Council, as the case may be.
- 6.2 Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by Senate or Academic Committee or in particular cases by the relevant School Board, as the case may be, which shall not be less than one month after the approval of the examination results at the end of the second semester in the academic year.

- 6.3 A candidate who, for a grave cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or, in that behalf, the Higher Degrees, Research and Publication Committee or the Undergraduate studies Committee, present himself/herself for examination at a time fixed for any supplementary examination.

## **7. Conduct of Examinations**

- 7.1 University examinations shall be conducted under the control of the Deputy Vice Chancellor–Academic Affairs (DVC-AA) or such other officer of the University as the Deputy Vice Chancellor may appoint.
- 7.2 The examiners for University examinations shall be appointed by Senate, in the manner it shall prescribe.
- 7.3 The Deputy Vice Chancellor – Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 7.4 The instruction notes or guidelines issued by the Deputy Vice Chancellor – Academic Affairs shall form part of and be as binding as these Regulations.

## **8. Board of Examiners**

- 8.1 Every University Examination assessment shall be conducted by a Board of Examiners which shall consist of one or more examiners appointed from outside the University, in conjunction with one or more of the teachers of the candidates in the subjects under examination; except that, in the case of the re examination of candidates who have failed in the ordinary University examination, all the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidates the subject or subjects under examination.
- 8.2 Notwithstanding the provisions of sub-paragraph 8.1, University examinations conducted during and/or at the end of the First Semester may be conducted by internal examiners only, provided that:
- a) the relevant examination papers and answer scripts by candidates shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation;
  - b) the results of such examinations shall be published in terms of regulation 10.1 at the end of the First Semester.
- 8.3 External Examiners shall be entitled to such honoraria as the Council shall prescribe.

## **9. Examination Irregularities**

- 9.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to Senate Undergraduate Studies Committee which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.
- 9.2 No unauthorized material shall be allowed into the examination room.
- 9.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 9.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

- 9.5 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 9.6 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to Senate in accordance with the provisions of regulation 18 of these Regulations.
- 9.7 In this regulation:
- a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor – Academic Affairs, Dean of a School, Director of an academic Institute or a Head of an academic department;
  - b) "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
  - c) "Cheating in Examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 9.8 Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as Senate may deem appropriate.

## **10. Publication of Results**

- 10.1 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant School approved by Senate and not in conflict with these Regulations, shall be published by the Dean of the relevant School soon after the School Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- 10.2 The results may be published on notice boards, newspapers, information systems or websites at the discretion of the relevant School/Institute. The anonymity of the student must be protected in publishing results eg using students' registration numbers rather than names.
- 10.3 Examination results having been recommended by the School, or an academic institute Board to Senate Undergraduate Studies Committee or the Higher Degrees Research and Publication the Committee shall endorse the results and such endorsement shall have to be approved by Senate.
- 10.4 Senate shall approve the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.
- 10.5 Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students' before the date of the start of Semester University Examination. A copy of the students' CA marks must be submitted to the Head of the Department before the start of University Examinations.

## **11. Classification of Degrees**

- 11.1 For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.
- 11.2 The letter grades will be assigned points as follows:

|   |    |   |   |   |   |
|---|----|---|---|---|---|
| A | B+ | B | C | D | E |
| 5 | 4  | 3 | 2 | 1 | 0 |

- 11.3 Approved courses given for each degree shall be appropriately weighted in terms of units.
- 11.4 To get the score for each course multiply the points, as in 11.2 by the weights, as in 11.3.
- 11.5 The total score for the degree shall be the total score for all countable courses taken by the candidate for the degree, computed as in 11.4.
- 11.6 The average score for the degree shall be computed by dividing the total score in 11.5 by the total weight obtained under 11.3.
- 11.7 The final classification shall be as follows:

| GPA       | Classification     |
|-----------|--------------------|
| 5.0 - 4.4 | First Class        |
| 4.3 - 3.5 | Second Upper Class |
| 3.4 - 2.7 | Second Lower Class |
| 2.6 - 2.0 | Pass               |

The above range of GPA being a result of truncating of all decimals of the GPA

## **12. Classification of Diplomas**

- 12.1 No diploma of the University shall be classified except with the special permission of Senate and upon recommendations of the Board of a relevant School, or academic Institute.
- 12.2 Where Senate grants special permission for classification of a diploma, the provisions of regulation 11 shall apply subject to such necessary modifications, variations and conditions as Senate may impose or prescribe.

## **13. Classification of Certificates**

No certificate of the University shall be classified except with the special permission of Senate and upon recommendations of the Board of relevant School, or academic Institute and subject to such terms and conditions as Senate may prescribe.

## **14. Award**

- 14.1 The Board of Examiners in a School, or academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a School and Senate Undergraduate Studies Committee or the Senate Higher Degrees Research and Publication Committee, that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.
- 14.2 Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who satisfy and are recommended in accordance with regulation 14.1 for such conferment or grant by, the Board of Examiners in a School, or academic Institute.

## **15. Aegrotat Degrees**

- 15.1 Candidates who have completed their course of study but who have been absent, through illness, from part of the final examination for a first degree, may apply to the University for the award of an aegrotat degree, in accordance with the following regulations.
- 15.2 Candidate who have completed such portion of the examination as shall be determined by the School, or academic Institute/Board are eligible to apply for an aegrotat degree.

- 15.3 Applications from, or on behalf of, candidates must reach the Deputy Vice Chancellor – Academic Affairs, through the Dean of the School or Director of an academic Institute within the period of the examination, and should be accompanied by report obtained, from the University Medical Officer.
- 15.4 An aegrotat degree will not be awarded unless the examiners consider that, in the work he/she attended, the candidate reached a standard which if also reached in the remainder of the examination should have qualified him/her for the award of the degree.

PROVIDED that only candidates who completed successfully the whole of their course work and at least 80% of the final written examination are eligible to apply for an aegrotat degree.

- 15.5 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but may apply for permission to proceed to a second or higher degree on complying with the regulations for registration for such a degree.

#### **16. Certificates, Certification and Transcripts**

- 16.1 Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by Senate for the conferment or grant of such degree, diploma, certificate or other award.
- 16.2 A fee as Senate may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.
- 16.3 Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record and charged a fee as Senate may from time to time prescribe. Any finalist student desirous of obtaining a Transcript (s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s).

#### **17. Loss of Certificate**

In case of loss or total or partial destruction of the original certificate or a copy thereof, the University office of the Deputy Vice Chancellor – Academic Affairs, may issue a copy or another copy on condition that:

- a) The applicant produces a sworn affidavit.
- b) The certificate so issued shall be marked “COPY” across it.
- c) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant’s home country or where the loss is believed to have taken place.
- e) A fee as may be prescribed from time to time by Senate shall be charged for the copy of certificate issued.

#### **18. Appeals**

- 18.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- 18.2 Any student or candidate aggrieved by a decision of Senate Undergraduate Studies Committee or the Higher Degrees Research and Publication Committee in terms of the



provisions of regulation 9.4 may appeal to Senate for reversal or moderation of the decision of the Committee.

- 18.3 Any appeals made under regulation 18.1 shall be lodged with the Board of the appellant's School, or academic Institute, which shall forward the appeal with observations to Senate Undergraduate Studies Committee or the Higher Degree, Research and Publication Committee, whose observations and recommendation will be forwarded to Senate for approval.
- 18.4 Any member of the appellant's School, or academic Institute Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's School, or academic Institute Board or answering queries, as the case may be, and shall otherwise be absent from Senate session considering any such appeal.
- 18.5 Appeals made under regulation 18.2 shall be lodged directly with the Deputy Vice Chancellor who shall forward them to Senate with observations and recommendations thereon.
- 18.6 Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from Senate session considering any such appeal.
- 18.7 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of Senate.

#### **19. Appeal Fee**

- 19.1 All appeals shall be accompanied by an appeal fee charged per course/decision as the Senate may from time to time prescribe.
- 19.2 The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who partly or wholly lose their appeals.
- 19.3 The same rates or any other rates approved as approved by relevant organs shall be charged for any further appeal decisions.

#### **20. Disposal of Examination Answer Books and other Scripts**

- 20.1 Unless otherwise retained by Ardhi University Library for archival purposes all used examination answer books shall be destroyed after the expiry of 13 months following final decision of Senate on the examination concerned.
- 20.2 Heads of Departments concerned shall, with respect to examination answer books falling under their departments:
  - a) Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
  - b) Initiate the disposal procedures of those examination answer books for which there are no further need;
  - c) Initiate immediate disposal of used examination answer books that have been stored by their departments for more than 13 months following respective Senate decision;

- d) Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
  - e) Assist the ARU Library in selecting examination answer books designated for archiving purposes;
  - f) Seek expertise presumably from ARU Library to assist in the sampling answer books ear-marked for archiving;
  - g) Designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
  - h) Store and retain course assignments for at least 13 months after completion of an examination concerned so that students are furnished with reasonable opportunity to obtain access;
  - i) Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.
- 20.3 Pending final disposal, Heads of Departments shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.
- 20.4 Respective School Boards shall be responsible for prescribing under their special regulations clear guidelines for returning to the students graded courses, assignments, course essays, term papers and timed essays.
- 20.5 The Deputy Vice Chancellor – Academic Affairs shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions which shall be used by Heads of Departments for 13 months storage of examination answer books pending final disposal.
- 20.6 The cartons prescribed under sub-paragraph (20.5) above shall be so marked or labeled as to facilitate identification of the course, examination date, date of Senate decision, course coordinator and date when final disposal shall be due.
- 20.7 The ARU Library shall keep; maintain in any format including electronic, all answer books selected by Departments and sent to the Library for archival purposes.
- 20.8 The Deputy Vice Chancellor - Academics, shall select and announce the best available practice in disposing of the examination answer books due for disposal;
- 20.9 Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the Deputy Vice Chancellor – Academic Affairs may with respect to any batch due for disposal, direct:
- a) The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
  - b) Used examination papers be entirely burnt to completion; or
  - c) Used examination papers be sold to recycling companies.
- 20.10 The Vice Chancellor on recommendation of the Deputy Vice Chancellor – Academic Affairs shall be the principal executive officer responsible to order final disposal of any batch of examination answer books;
- 20.11 The Vice Chancellor shall signify his order in the following way:

**“It is hereby ordered that the following cartons marked (1) LM Development Perspectives I 2001/2002 Examination”**

Being EXAMINATION ANSWER BOOKS of the DEPARTMENT OF LAND

MANAGEMENT & VALUATION, at ARU be disposed of in the manner provided for in the ARU Examination Answer Books (Disposal) Regulations.

.....  
**Vice Chancellor**

[Designation and Signature of person making the order]

- 20.12 Heads of Departments shall witness final disposal of itemized examination answer books and signify the disposal in the following way:

I, Prof. XYZ being the Head of DEPARTMENT OF LAND MANAGEMENT AND VALUATION, ARU do hereby certify that on the 15<sup>th</sup> day of June 2001 the records described in the Scheduled here to were destroyed in my presence by fire/mutilation.

.....  
**Head of Department**

[Designation and Signature of person certifying the disposal]

- 20.13 The report of Heads of Departments to the Deputy Vice Chancellor – Academic Affairs through respective Deans on disposal of examination answer books shall be accompanied with copies of appropriate mark sheets and list of students who sat for the examination concerned.

## **21. Instructions to Candidates**

- 21.1 These instructions should be read together with the above University regulations.
- 21.2 Candidates should make sure that they have been issued with Examination Numbers before Examinations begin.
- 21.3 Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- 21.4 Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.
- 21.5 Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. (Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen minutes in advance). During these ten minutes the Senior Invigilator will:
- a) Make an announcement to the effect that all unauthorized materials should be removed from the examination room;
  - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
  - c) Call attention to any rubric at the head of the paper which seems to require attention;
  - d) Announce that both sides of the paper must be used. He will then tell students when they may begin writing. Candidates will be given five minutes to read the paper.
- 21.6 Candidates are permitted to do rough work on the left hand part of the scripts on the understanding that this is crossed through at the end of the examination.

- 21.7 No books, bags, cellphones or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. (Candidates attention is specifically drawn to General University Examination Regulation No. 9.1 to 9.3).
- 21.8 Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers.
- 21.9 No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 21.10 At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

## **22. Notes to Invigilators**

### **22.1 Procedure in the Examination Room**

#### **22.1.1 Before the Examination:**

- i) Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination.
- ii) Invigilators will be provided with the following items by the School Examinations Officer:
  - a) The question papers to be attempted by candidates.  
Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examinations Officer at least twenty minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately go to their respective examination room.
  - b) A list showing the names of the papers to be attempted in the room. (This will be distributed to invigilators in advance).
- iii) Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- iv) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- v) Bags, books, cell phone (dully switched off), attach cases, papers and other related items should be left outside the examination room.
- vi) Invigilators should admit candidates to the examination room ten minutes before the commencement of the examination and they should ensure that they take the right places. Handbags, books and other similar articles must be deposited with the invigilator before the candidate is permitted to go to his/her place. (Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen minutes in advance).

Invigilators are requested to stick to this arrangement. During these ten minutes the invigilator should:

- a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
- b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
- c) Call attention to any rubric at the head of the paper which seems to require attention;

- d) Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
- vii) Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

### **22.1.2 During the Examination**

- i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- ii) At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- iii) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). Candidates may be permitted to do rough work on the left hand pages of the script on the understanding that this is crossed out after the end of the examination. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- iv) A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the Examinations Officer.
- v) Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers.
- vi) The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Examinations Officer including full details of the contravention. It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.

### **22.1.3 At the End of the Examination**

- i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.

No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency. At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.

- ii) Invigilators shall enter the number of examination scripts collected from the candidate on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers.

Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Internal Examiners (or their deputies) who must be present in the examination room at the end of the examination. Where invigilators are also internal Examiners, there should be no problem of collection of scripts. On receipt of the scripts, Internal Examiners will check them and countersign on the collection form. The attendance sheets must be handed to the Examinations Officer at the end of each session.

- iii) Invigilators shall hand over all extra examination papers to the Head of the relevant Department.

**23. General Notes and Instructions**

- 23.1 Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be given, should be announced by the invigilators.
- 23.2 Cases of illness should be reported to the Head of Department as soon as possible.
- 23.3 Invigilators shall have the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the Vice Chancellor – Academic Affairs.
- 23.4 “Examinations Officer” includes the Examination Officer’s deputies.

## UNDERGRADUATE GENERAL EXAMINATION REGULATIONS

In addition to the General University Examination Regulations the following Regulations shall also apply to all undergraduate programmes.

1. Academic Programmes in Schools are organized under a unit system, currently based on two semesters per academic year with each semester examined independently. Each course is assigned a unit weight that reflects of time devoted to it on the timetable or work plan. One unit of the theoretical subjects is equivalent to 15 hours, while one unit of studio or practical subjects constitutes 30-45 hours. The end of the academic year means the end of semesters 2. There shall be an 8 weeks Industrial Training at the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> (and 4<sup>th</sup> year for five year degree programmes) academic years, which shall contribute to GPA.
2. With the exception of students doing dissertation in their final year semester 2, students shall take a minimum of 15 units in each semester. A minimum of 90, 120 and 150 units must be taken and passed in a three, four and five-year programme of study, respectively for the award of Bachelor degree.
3. Full time students shall register at the beginning of each semester for a total minimum of 15 course units except final year Semester 2 students. Part-time students may register for any number of courses on offer during either semester and in accordance with applicable prescribed conditions.
4. A student shall be allowed to continue with his/her degree programme from one academic year to the next if he/she has scored an annual average GPA of 2.0 or higher.
5.
  - a) Continuous coursework assessment shall constitute 30% and University examination 70% of the total course assessment.
  - b) Assessment of practical, dissertation, studio and oral presentation shall be as described in School examination regulations.
6. For purpose of continuous assessment in theoretical courses, tests shall carry weight 2 against weight 1 for assignments.
7. A student who obtains a minimum GPA of 2.0 shall be allowed to sit for supplementary examinations in the courses, which he/she has failed, other than Semester Project or Studio, which cannot be supplemented. The highest grade awarded in a supplemented subject shall be "C".
8. A student who fails a course which cannot be supplemented under Regulation 7 shall repeat the course in the subsequent academic year of study and the maximum score shall only be a "C".
9. A final-year student who does not qualify to supplement on the basis of average annual GPA of at least 2.0 shall be evaluated on the basis of the overall average of the three year or four-year or five-year GPA for the purpose of qualifying to supplement a failed course or re-submit dissertation. A student whose overall average GPA, for all academic years, is less than 2.0 shall be discontinued.
10. Any student who qualifies to sit for supplementary examinations under Regulation 7, shall be required to do so in all the courses in which he/she had failed before proceeding to the next academic year.
11. A student who fails in a supplementary examination but is qualified to continue with studies under Regulation 4 shall repeat the course(s) which he failed, in the subsequent year.
12. Supplementary examination mark shall be awarded on the basis of the score from the University supplementary examination only and the maximum mark that shall be

adopted is 40 percent. This Regulation also applies to a supplementary examination of a carryover course.

13. A student who fails in more than three supplemented courses shall be discontinued from studies
14. A student may be allowed to carry over a maximum of three failed courses from one academic year to another. No course shall be carried over for more than once, except for final year student who may be allowed to carryover the failed courses twice within the registration period of the programme.
15. A candidate who fails in a supplementary examination may be allowed to proceed to the next semester and carry over the courses he/she failed to the next academic year.
16. A candidate required to carry over courses shall find his/her own time to do so while following regular courses in the on-going semester.
17. Carry over course assessment shall follow assessment of the first examination sitting.
18. It shall not be mandatory for supplementary examinations to be examined by External Examiners
19. A candidate who fails in a repeated course that is assessed by continuous coursework assessment only shall be discontinued from studies.
20. The maximum time for which a student may remain registered in the School for the Bachelor degree shall be five consecutive years for a three year program, six consecutive years for a four year program and seven years for a five year program.
21. It shall be the responsibility of the respective Heads of Departments in the School to appraise students at the beginning of an academic year on the methods of assessment.

## **22. Semester Projects**

- 22.1 Semester projects shall be assessed as per school Regulations

## **23. Dissertations**

- 23.1 Each student shall be required to submit a dissertation topic by the fourth week of semester 1 of the final year for approval by the Department. Thereafter, each student shall, fully develop a dissertation proposal for submission to the Department before the commencement of University examinations.
- 23.2 A student who fails in dissertation shall be given a maximum of three months from the date the Senate approves the results to re-submit the dissertation.
- 23.3 Re-submission of a dissertation shall be regarded as a supplementary examination.
- 23.4 Dissertations shall be assessed as per school regulations

## **24. In-semester Fieldwork**

- 24.1 In-semester fieldwork shall be assessed as per school Regulations

## **25. Industrial Training**

- 25.1 For each degree programme, there shall be one/three/four Industrial Training sessions each having a minimum of 5 to 8 weeks duration. Industrial Training shall be conducted as prescribed in each curriculum of a degree programme.
- 25.2 It shall not be mandatory for Industrial Training reports to be examined by External Examiners.
- 25.3 Each IT session shall be treated as a course of the succeeding academic year.
- 25.4 The School shall be responsible for making arrangements for students' IT placement.



- 25.5 Each student on IT shall be visited and assessed by an examiner from the School at least once during the IT period.
- 25.6 After each IT session, every student shall hand in his/her logbook to the Head of Department not later than two weeks after the commencement of the immediate academic year.
- 25.7 Any Student who does not fulfill regulation 25.6 will be taken to have absconded IT.
- 25.8 A student who does not report at a place allocated to him for IT without compelling reasons or absconds from IT shall be discontinued from studies.
- 25.9 A student who goes to the allocated IT place but refuses to follow the training programme without compelling reasons shall be discontinued from studies.
- 25.10 A student who fails in IT shall be required to repeat the course.
- 25.11 A student who fails to complete IT with compelling reasons shall be allowed to complete the missing IT.
- 25.12 A student who fails a repeated IT shall be discontinued from studies.
- 25.13 A student who conducts himself/herself at his place of IT attachment in a manner that disgraces the University shall be subject to disciplinary action.
- 25.14 Assessment of Industrial Training shall be prescribed by schools.

## **26. Progress from Year to Year**

- 26.1 Candidates who are full time students are required to pass a total minimum of 30 course units in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 26.2 A candidate may be allowed to re-sit failed courses in a Supplementary Examinations if he or she has attained an overall GPA of 2.0 or above in the First Sitting calculated in accordance with the unit weighting of individual courses.
- 26.3 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a School, or academic Institute/Board, and the Senate Undergraduate Studies Committee, provided that:
  - a) A candidate who scored an overall GPA of 2.0 or above after Supplementary Examination, may, but only once, be allowed to carry over flexibly into the subsequent academic years such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course units for the programme in compliance with regulation 26.1 The minimum overall GPA shall be calculated in accordance with the unit weighting of the individual courses.
  - b) Carry over failed course into subsequent years shall imply repeat the failed courses in the subsequent years by fulfilling all requirements of the course.
  - c) Carry over of elective courses will only be allowed in exceptional circumstances, normally only when those units are needed to comply with regulation 26.1
  - d) All carried over courses shall be cleared within the allowable maximum period of registration otherwise the student is discontinued from studies. The maximum period of registration is five years for a programme that normally takes three years, six years for a programme that normally takes four years, and seven years for a five-year course.
- 24.4 To qualify for a degree award, the cumulative total minimum number of course units shall be a multiple of the minimum number of course units required per academic year under regulation 26.1 for the duration of each degree programme. That is:

- a) For a three-year degree programme, it shall be 90 units,
- b) For a four-year degree programme, it shall be 120 units, and
- c) For a five-year degree programme, it shall be 150 units.

Conditions (a – c) shall apply unless specified otherwise by the school.

- 24.5 Subject to approval by Senate, the internal examination regulations of a School, academic Institute, shall provide for cumulative maximum number of course units for which a candidate may register.

**EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMME IN  
THE SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND  
MANAGEMENT**

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Architecture, Construction Economics and Management

**A. School regulations for the programmes of Bachelor of Architecture, Bachelor of Science in Interior Design and Bachelor of Science in Landscape Architecture**

**1. Design Studio Project**

- 1.1 Design Studio Project is the core course of Architecture. A first year student who fails one of any semester design studio project shall be discontinued from studies. A second to fifth year student who fails a design studio project shall repeat the failed studio in the semester where it is offered provided he/she has attained annual GPA of at least 2.0.
- 1.2 A student shall not be allowed to do two design studio projects in one semester.
- 1.3 A student shall not be allowed to repeat the same design studio project more than once.
- 1.4 A student who fails two design studio projects in the same year of study shall be discontinued.
- 1.5 Assessment for design studio project will be based on 30% coursework, 10% timed studio examination and 60% final design studio project presentation for year one and year two. For years three, four and five, assessment for design studio project shall be based on 40% coursework, and 60% final design studio project presentation.
- 1.6 Marking Criteria for Design Studio Projects
- 1.6.1 Design Studio Project I

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Ability to understand physical form and lines                                | 30            |               |         |
| Ability to understand proportions and scaling of objects                     | 10            |               |         |
| Ability to compose orthographic projections                                  | 15            |               |         |
| Ability to compose three dimensional drawings (axonometric and Perspectives) | 15            |               |         |
| Architectural graphics   | 30            |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

Candidate ..... Studio Master .....

(Name) Name signature

Date: .....

Names and Signatures of other Assessors:

1. ....

2. ....

3. ....

1.6.2 Design Studio Project II

| Marking Consideration                                    | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Ergonomics of Space Anthropometrics                      | 30            |               |         |
| Special requirements of human body at different postures | 10            |               |         |
| Human circulation and movement pattern                   | 20            |               |         |
| Awareness of simple domestic functions                   | 10            |               |         |

|   |     |  |  |
|---|-----|--|--|
| Response to climatic elements on design | 10  |  |  |
| Architectural graphics                  | 20  |  |  |
| <b>Total</b>                            | 100 |  |  |

Candidate ..... Studio Master .....  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:

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1.6.3 Design Studio Project III

| Marking Consideration                          | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Programming of multifunctional project         | 10            |               |         |
| Applicable data collection and programming     | 5             |               |         |
| Site analysis, design options and alternatives | 5             |               |         |
| Synthesis and arrival at design concept        | 20            |               |         |
| Degree of utility                              | 15            |               |         |
| Creativity in form                             | 15            |               |         |
| Attempt of possible design alternatives        | 15            |               |         |
| Integration with the context                   | 5             |               |         |
| Perspective drawing and rendering              | 5             |               |         |
| Model making and presentation                  | 5             |               |         |
| <b>Total</b>                                   | 100           |               |         |

Candidate ..... Studio Master .....  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:

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2. ....
3. ....

1.6.4 Design Studio Project IV

| Marking Consideration                                    | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Analysis and application of the chosen structural system | 20            |               |         |
| Attempt of possible design alternatives                  | 20            |               |         |
| Co-ordination of architectural and specialist drawings.  | 20            |               |         |
| Contents of working drawing and detailing                | 40            |               |         |
| <b>Total</b>   | 100           |               |         |

Candidate ..... Studio Master .....  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:

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1.6.5 Design Studio Project V

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Project formulation and appraisal  | 10            |               |         |
| Decision making in concept development basing on design objectives, principles (criteria) and philosophies   | 35            |               |         |
| Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services | 30            |               |         |
| Environmental consciousness in<br>- Climatic design<br>- Environmental protection etc.<br>- Use of natural forces ventilation, lighting etc.   | 10            |               |         |
| Design methodology and presentation techniques.  | 15            |               |         |
| <b>Total</b>   | 100           |               |         |

Candidate ..... Studio Master.....  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:

- 1. ....
- 2. ....
- 3.....

1.6.6 Design Studio Project VI

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Project formulation and appraisal  | 10            |               |         |
| Ability to do an independent research and observations of architectural related issues   | 20            |               |         |
| Decision making in concept development basing on design objectives, principles (criteria) and philosophies   | 30            |               |         |
| Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services | 20            |               |         |
| Environmental consciousness in<br>- Climatic design<br>- Environmental protection etc.<br>- Use of natural forces ventilation, lighting etc.   | 10            |               |         |
| Design methodology and presentation techniques.  | 10            |               |         |
| <b>Total</b>   | 100           |               |         |

Candidate ..... Studio Master  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:

- 1. ....
- 2. ....
- 3. ....

1.6.7 Design Studio Project VII

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Examination of a wide range of architectural factors and considerations at Advanced level                                  | 30            |               |         |
| Correspondence between ideas and constraints at all stages of design development of complex building types                 | 25            |               |         |
| Exploration of ideas and creativity in Architecture as relating to the immediate and extended physical development context | 20            |               |         |
| The use of Three dimensional models in design process  | 15            |               |         |
| Application of materials, construction methods, and overview of selected working details                                   | 5             |               |         |
| Consideration to site co-ordination of integrated services   | 5             |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

Candidate ..... Studio Master  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:  
 1. ....  
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1.6.8 Design Studio Project VIII

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Examination of a wide range of architectural factors and considerations at Advanced level                                  | 30            |               |         |
| Correspondence between ideas and constraints at all stages of design development of complex building types                 | 25            |               |         |
| Exploration of ideas and creativity in Architecture as relating to the immediate and extended physical development context | 20            |               |         |
| The use of Three dimensional models in design process  | 15            |               |         |
| Application of materials, construction methods, and overview of selected working details                                   | 5             |               |         |
| Consideration to site co-ordination of integrated services   | 5             |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

Candidate ..... Studio Master .....  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:  
 1. ....  
 2. ....  
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1.6.9 Design Studio Project IX

| Marking Consideration | Maximum | Marks | Remarks |
|-----------------------|---------|-------|---------|
|-----------------------|---------|-------|---------|

|   | <b>Marks</b> | <b>Awarded</b> |  |
|---|--------------|----------------|--|
| Evidence of build ability by a well articulated structural system,  | 30           |                |  |
| The self-confidence of the student in running the project work as a consultant on his/her own.  | 20           |                |  |
| Evidence of applied advanced technologies and innovative building systems in the totality of project evolution through proper architectural detailing | 50           |                |  |
| <b>Total</b>  | 100          |                |  |

Candidate ..... Studio Master .....  
(Name) Name signature

Date: .....

Names and Signatures of other Assessors:

1. ....
2. ....
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## **2. Pre- design Dissertation and Design Dissertation**

- 2.1 A student shall be required to submit pre- design dissertation research proposal on the 10<sup>th</sup> week of the second semester of the year preceding the final year, and obtain approval before the end of the 3<sup>rd</sup> or 4<sup>th</sup> academic year for the four and five degree programmes respectively.
- 2.2 Pre-design dissertation shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written pre-design dissertation report shall be submitted for assessment during the University Examinations session.
- 2.3 A Candidate who has been barred from sitting for Pre-Design Dissertation Examination shall NOT be allowed to proceed with Dissertation Course offered in the following semester.
- 2.4 The Dean of School shall arrange for an improvement programme in Semester II for such candidate barred in Pre-Design Dissertation.
- 2.5 Pre- design Dissertation and Design Dissertation shall be assessed by at least three examiners in a minimum of three interim presentations as coursework and during the University Examinations.
- 2.6 A pre- design dissertation may be passed subject to corrections. Any pre- design dissertation which is passed subject to correcting shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the pre-design dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the pre- design dissertation to be failed.
- 2.7 A final year student who fails in a re-submitted Design Dissertation shall be required to repeat the subject as a private candidate under scheduled critique and presentation sessions.
- 2.8 Marking Criteria for Dissertation

### **2.8.1 Pre-Design Dissertation**

| Marking Consideration   | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Extent of defining architectural/landscape/interior research problems   | 20            |               |         |
| Evidence and quality of literature review   | 20            |               |         |
| Display by researched material of ability to formulate an architectural project towards solving realistic community design problems | 40            |               |         |
| Validity and relevance of conclusions and recommendations   | 10            |               |         |
| Report presentation quality   | 10            |               |         |
| <b>Total</b>  | 100           |               |         |

Candidate ..... Studio Master .....  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:

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2. ....
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### 2.8.2 Design Dissertation

| Marking Consideration   | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Display by graphics ability of advanced architectural communication skills  | 20            |               |         |
| Assimilation of the researched information/findings into a design project of a multi-functional complexity  | 20            |               |         |
| Display by a design scheme, evidence of advanced level of comprehensive resolution, exhibition of thorough understanding and a critical attitude towards a contemporary architecture. | 40            |               |         |
| Level of originality and self drive towards provision of practical solutions  | 20            |               |         |
| <b>Total</b>  | 100           |               |         |

Candidate ..... Studio Master .....  
 (Name) Name signature  
 Date: .....

Names and Signatures of other Assessors:

1. ....
2. ....
3. ....

### 3. In- Semester Field Work

- 3.1 There shall be a 14 days in-semester field work for year 1 to 4 for B. Arch programme and year 1 to 3 for BSc. ID and BSc. LA.
- 3.2 In-semester fieldwork shall commence in the seventh week of semester one.
- 3.3 Assessment of the in-semester work will be by presentation of a report at the end of the field and will constitute 10 % of the marks for continuous assessment of the Studio design project in that semester.



- 3.4 A student who fails to complete in-semester fieldwork with compelling reasons shall be required to repeat the studio.
- 3.5 A student who failed to complete in-semester fieldwork without compelling reasons shall fail the relevant design studio.

#### **4. Industrial Training (IT)**

- 4.1 There shall be six weeks industrial training for year 1 to 4 for B. Arch. programme and year 1 to 3 for BSc. ID and BSc. LA. programmes.
- 4.2 The Industrial Training (IT) shall be supervised by site supervisors and lecturers.
- 4.3 Assessment of industrial training shall be through presentation of IT log books.
- 4.4 IT site or office supervisors' marks will contribute 30% of the final mark.

### **B. School regulations for the programmes of Bachelor of Science in Building Economics and Bachelor of Science in Civil Engineering**

#### **1. Studio Work**

- 1.1 Studio work takes 20% out of 30% of Building Construction coursework.
- 1.2 A student should pass studio before being allowed to sit for end of semester examination in Building Construction. A student has to score at least 8 out of 20 (40%) in order to qualify for final exam.
- 1.3 Student who fails studio will not be allowed to sit for the end of semester exam for Building Construction. He/She will be required to repeat studio to satisfy the minimum coursework requirement of 8/20. In the event He/She fail three (twice) times, he/she shall be discontinued.

#### **2. Semester Project Work**

- 2.1 Project work assigned to students shall be interdisciplinary and shall be assessed independent of other subjects.
- 2.2 Project work will comprise any task assigned to students by the department in the form of practical work and/or studio work to be carried out in groups.
- 2.3 For the purpose of continuous assessment, there shall be at least two interim oral presentations in each semester where semester project has been prescribed.
- 2.4 Continuous assessment marks shall be derived from group presentation involving all the group members giving a maximum score of 20%. In arriving at the 20% for continuous assessment, oral presentation shall account for 10% and group participation 10%. The format of interim oral presentation will be as indicated in Table 2.1.

**Table 2.1 Interim Oral Presentation Assessment**

| <b>Assessment Criteria</b>              | <b>Maximum marks</b> |
|---|----------------------|
| Presentation arrangement                | 10                   |
| Satisfactory answers to question raised | 10                   |
| <b>Total</b>                            | <b>20%</b>           |

- 2.5 Continuous assessment shall account for 20% and final oral presentation for 30% whilst written group work shall account for 50%, both leading to an overall or total assessment of 100%.

- 2.6 Loose bound project report shall be submitted in five (5) copies and handed to the department a week before University examinations begin and must be dully endorsed by the semester project supervisor(s). Final project work not submitted within specified period without compelling reasons shall be penalized by deducting five marks for each day the project is not submitted. Deduction shall be made to a maximum of five working days. Further delay will render project work unacceptable.
- 2.7 Final written project work report shall be submitted in two (2) copies. The presentation format of written semester project report shall conform to departmental guidelines on the presentation of semester project/dissertation reports.
- 2.8 For the purpose of deriving the 80% indicated under 3.5 above, marks for the University semester project examination shall be awarded as indicated in Table 2.2.

**Table 2.2 University Semester Project Examination Assessment.**

| Assessment Criteria                      | Maximum marks |
|--|---------------|
| Evaluation of the written project report | 50            |
| Final oral presentation                  | 30            |
| <b>Total</b>                             | <b>80%</b>    |

- 2.9 For the purpose of deriving the 30% indicated for the University Final University examination Oral presentation shall be awarded as indicated in Table 2.3.

**Table 2.3 Written Report assessment for project works**

| Assessment Criteria   | Maximum marks |
|---|---------------|
| Presentation arrangement, relevance of the content, time management | 10            |
| Individual basis: Satisfactory answers to question raised           | 20            |
| <b>Total</b>  | <b>30%</b>    |

- 2.10 For the purpose of deriving the 50% indicated for the University Final Written works shall be awarded as indicated in Table 2.4.

**Table 2.4 Written Report assessment for project works**

| Assessment Criteria                        | Maximum marks |
|--|---------------|
| Form and format of presentation            | 5             |
| Background information (Literature review) | 10            |
| Methodology (Approach)                     | 15            |
| Creativity (Problem solving)               | 10            |
| Conclusion and Recommendations             | 10            |
| <b>Total</b>                               | <b>50%</b>    |

- 2.11 A student who fails in Project Work shall resubmit the Project Work within the first seven weeks of the following semester. A candidate who fails upon resubmission or fails to resubmit a Project Work within the specified time without compelling reasons shall be discontinued.

### **3. Industrial Training (IT)**

- 3.1 Assessment of Industrial Training shall be based on the following three attributes.
- Student logbook verified and assessed by training officer of the organization training the student.
  - Training certificate signed and stamped by the training officer.
  - Arrival note to be received by the school within four (4) weeks from the date of starting the IT.
  - Report by internal (University) supervisor.

- e. Student final written report.
  - f. Oral presentation by the student.
- 3.2 A student who fails to submit any one or more of the documents mentioned in 3.1 a, b, c and e within the time stipulated in the university regulations without compelling reasons shall be deemed to have failed the Industrial Training.
- 3.3 The assessment criteria for IT are indicated in Table 3.1.

**Table 3.1 Industrial Training assessment**

| Assessment Criterion  | Maximum marks |
|-----------------------|---------------|
| Student logbook       | 40%           |
| Training certificate  | 20%           |
| Students final report | 10%           |
| Oral presentation     | 30%           |
| <b>Total</b>          | 100%          |

- 3.4 Oral presentations shall be held during the third week after the commencement of immediate academic year.
- 3.5 A student who fails to appear for oral presentation without compelling reasons shall be discontinued from studies.

#### 4. Dissertation

- 4.1 Each student in final year, semester II, shall be required to submit a dissertation. The dissertation shall be based on an independent study carried out during the Semester, under supervision by a Supervisor appointed by the Head of Department within two weeks from the beginning of the semester.
- 4.2 Students are required to submit and present their dissertation proposals for preliminary assessment not later than end of the twelfth week of final year, semester I.
- 4.3 Students shall be required to present their dissertation proposal for final approval by the department within the first two weeks of semester II.
- 4.4 For the purpose of continuous assessment, there shall be two oral presentations
- 4.5 Continuous assessment shall account for 20% and University Dissertation Examination comprising an oral presentation and examination of the dissertation report shall account for 80%.
- 4.6 For the purpose of deriving the 20% for the continuous assessment oral presentation, the format will be as indicated in Table4.1.

**Table 4.1 Interim Oral presentation assessment**

| Assessment Criteria                                    | Maximum marks |
|--|---------------|
| Presentation arrangement, time management and language | 6             |
| Relevance of the contents,                             | 4             |
| Satisfactory answers to question raised                | 10            |
| <b>Total</b>   | 20%           |

- 4.7 For the purpose of deriving the 80% indicated for the University examination shall be awarded as indicated in Table 4.2

**Table 4.2 University examination assessment for Dissertation**

| Assessment Criteria                      | Maximum marks |
|--|---------------|
| Evaluation of the written project report | 50            |

|                         |            |
|-------------------------|------------|
| Final oral presentation | 30         |
| <b>Total</b>            | <b>80%</b> |

- 4.8 For the purpose of deriving the 30% indicated for the University examination Oral presentation shall be awarded as indicated in Table 4.3

**Table 4.3 Final oral presentation**

| <b>Assessment Criteria</b>                              | <b>Maximum marks</b> |
|---|----------------------|
| Presentation arrangement, time management and language. | 6                    |
| Relevance of the contents,                              | 4                    |
| Satisfactory answers to question raised                 | 20                   |
| <b>Total</b>  | <b>30%</b>           |

- 4.9 For the purpose of deriving the 50% indicated for the university examination written works shall be awarded as indicated in Table 4.4

**Table 4.4 Written work assessment**

| <b>Assessment Criteria</b>                | <b>Maximum marks</b> |
|---|----------------------|
| Background information /Literature review | 10                   |
| Methodology                               | 10                   |
| Data presentation and analysis            | 15                   |
| Conclusion and recommendation             | 10                   |
| Referencing                               | 5                    |
| <b>Total</b>                              | <b>50%</b>           |

- 4.10 Students must submit draft dissertation to their supervisors for endorsement before submission of loose bound copies to the department.
- 4.11 Loose bound dissertations must be submitted a week before the commencement of the university examinations. Any dissertation not submitted within the specified period of time without compelling reasons shall be penalized by deducting five actual marks for each day the dissertation is not submitted. Deduction shall be made to a maximum of five working days after which it shall be deemed to have failed.
- 4.12 Each dissertation shall be marked by the two internal examiners appointed by the head of the department.
- 4.13 Any dissertation which is passed subject to corrections shall be considered to have been completed only when all errors and or mistakes pointed out by examiners have been corrected and an error free well bounded dissertation submitted to the department.
- 4.14 The final dissertation report shall be submitted in three (3) copies. The format of dissertation report shall conform to school guidelines.
- 4.15 Any dissertation that does not comply with school guidelines shall not be accepted.

## **EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMME IN THE SCHOOL SPATIAL PLANNING AND SOCIAL SCIENCES**

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Spatial Planning and Social Sciences.

### **1.0 Studio Projects**

- 1.1 There shall be in-semester field work of at least 10 days as a basis for studio projects. In-semester field work shall commence at least the 6<sup>th</sup> week of the semester of study.
- 1.2 Assessment for studio shall be based on 40% coursework, 20% timed studio examination and 40% final studio presentation.
- 1.3 Assessment of studio course work shall be as follows:
  - a) Pre-field studio programme-10%
  - b) In-semester field work-10%
  - c) Post fieldwork outputs-20%
  - d) Marks shall be derived from continuous assessments (e.g. presentations, reports, assignments etc) as shown in the criteria for studio assessment.
- 1.4 A student(s) who do not have adequate attendance in in-semester fieldwork shall be barred from doing other studio exercises and shall be declared to have failed the studio project. Adequate attendance shall imply 100% of the time allocated for in-semester fieldwork.
- 1.5 A student who fails both Semesters I and II studios in the same academic year shall be discontinued.
- 1.6 A student who fails in either Semester I or II studio shall repeat the failed studio provided he/she has attained annual GPA of at least 2.0. Such a student(s) shall repeat studio when it is running. Such a student (s) shall repeat studio when it is running
- 1.7 No students shall attend two studios in a semester.

### **2.0 Dissertations / Project Paper**

- 2.1 In the final year semester I, each student shall be required to develop a Dissertation Proposal (Dissertation I/Project Paper I) and get it approved by the department. Dissertation I/Project Paper I shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written dissertation proposal shall be submitted for assessment during the University Examinations session.
- 2.2 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I/Project Paper I Examination shall NOT be allowed to proceed with Dissertation Course/ Project Paper offered in the following semester.
- 2.3 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Pre-Dissertation/Dissertation I/Project Paper I.
- 2.4 Continuous assessment of Dissertation I/ Project Paper I shall carry 60% and submitted written proposal shall carry 40%. The criteria for assessment are as shown in the Tables (2.1-2.4).

**Table 2.1: Assessment criteria for first oral presentation (Dissertation I/Project Paper I)**



**Table 2.4: Criteria for assessment of written Dissertation I/Project Paper I (During examinations Period)**

| SN | Candidates Name     | Title/topic | Statement of the problem | Research objectives | Research questions | Conceptual framework | Methodology, | Analytic methods | Citation and references | Total | Mark awarded |
|----|---------------------|-------------|--------------------------|---------------------|--------------------|----------------------|--------------|------------------|-------------------------|-------|--------------|
|    | <b>Points/marks</b> | 4           | 8                        | 4                   | 4                  | 5                    | 5            | 4                | 6                       | 40    |              |
| 1. |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 2. |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 3. |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 4. |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 5. |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 6. |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |

- 2.5 In semester II of the final year, FOUR presentations shall be made programmed from time to time by the department. The first presentation shall focus on fieldwork results; the second on analysis and findings and the third on conclusions and recommendations. The fourth oral presentation shall focus on the overall dissertation/Project Paper.
- 2.6 The first three oral presentations shall carry a total mark of 30% distributed equally, each carrying 10%.
- 2.7 The fourth oral presentation carries a total mark of 28% based on the following criteria; understanding of topic and self-expression, methodology, data analysis, graphical presentation, originality and contribution to the profession, conclusions and recommendations. These assessment criteria shall be graded as shown in Table 2.5.

**Table 2.5: Assessment criteria of fourth oral presentation (Dissertation II/ Project Paper II)**

| SN | Assessment Criteria                            | Points (%) |
|----|--|------------|
| 1  | Understanding of the topic and self-expression | 6          |
| 2  | Methodology                                    | 4          |
| 3  | Data analysis                                  | 4          |
| 4  | Graphical Presentation                         | 6          |
| 5  | Conclusions and recommendations                | 4          |
| 6  | Originality and contribution to the profession | 4          |
|    | <b>Total</b>                                   | 28         |

- 2.8 Students shall be given additional guidelines on what they should present from time to time by the Departments. Comments given during presentation shall be compiled and distributed to both students and supervisors.
- 2.9 Both supervisors and students shall be required to sign and keep log books after consultations.
- 2.10 Students shall submit three copies of loose/spiral bound reports to the head of department one week before commencement of the examinations. Any dissertation not submitted within the specified period shall be penalized 2 marks for every day of delay.
- 2.11 Assessment of the written dissertation carries a total mark of 42% based on the following criteria; presentation format (language, graphic communication and structural organization of the report), conceptual framework, empirical bases (results),

data processing and analysis, conclusions and recommendations, originality and contribution to the profession as shown in table below (Table 2.6).

**Table 2.6: Assessment of written dissertation (Dissertation II/ Project Paper II)**

| SN | Assessment Criteria   | Points (%) |
|----|---|------------|
| 1. | Presentation format (language, graphic communication and structural organization of the report) | 12         |
| 2. | Literature review   | 5          |
| 3. | Conceptual framework  | 5          |
| 4. | Empirical bases (results)   | 6          |
| 5. | Data processing and analysis  | 6          |
| 6. | Conclusions and recommendations   | 5          |
| 7. | Originality and contribution to the profession  | 3          |
|    | <b>Total</b>  | <b>42</b>  |

- 2.12 Assessment of final written dissertation shall determine acceptability and passing of the candidate. Written dissertations that do not qualify to be deposited in the Library and with substantial English language and editorial mistakes shall be assessed as FAIL and shall be treated as resubmission cases. Students shall have to clear/correct all English and editorial mistakes before the School Board meeting that shall discuss the results.
- 2.13 The Internal Examiner(s) shall mark the dissertation/Project Paper II using the following criteria:
- a) Written dissertation/ Project Paper II accepted with ..... marks without additional corrections.
  - b) Written dissertation/ Project Paper II accepted with.....marks subject to making minor corrections and revisions in the dissertation/thesis one week before the School Board sits to provisionally approve examination results. Minor corrections refer to editorial corrections, re-organisation of some sections and modifications/improvement of tables and diagrams. A candidate who fails to make minor corrections within the prescribed time shall be declared to have failed the dissertation/thesis.
  - c) Written dissertation/ Project Paper II NOT accepted with.....marks. Candidate fails and resubmits dissertation/ Project Paper II within three months after the examination results approval by the Senate.
- 2.14 Any dissertation/ Project Paper II, which has been passed subject to corrections, shall be considered to be completed only when all errors/mistakes/shortfalls pointed out by the examiners have been corrected and accepted and three spiral bound copies of the dissertation/ Project Paper II submitted to the Department. Failure to do so before the School Board meeting shall cause the dissertation/ Project Paper II to be failed.
- 2.15 A student who fails dissertation/ Project Paper II shall be required to resubmit the dissertation/ Project Paper II within three months from the date he/she is declared by Senate. Re-submission of dissertation/ Project Paper II shall be regarded as a supplementary examination. In that case the maximum grade that can be awarded is C.
- 2.16 In case the internal examiners differ significantly (where one fails and the other passes the candidate) in the assessment, the Department shall appoint a third internal examiner to mark the dissertation/ Project Paper II. Average of the two examiners who concur in marking shall constitute the final mark.
- 2.17 The External Examiner (s) shall moderate final Internal Examiners' assessment.
- 2.18 In case there is a significant difference in the moderation of marks, the Head of Department shall be called upon to discuss with Internal and External Examiners to come with agreed mark.



### **3 Industrial Training**

- 3.1 Assessment of Industrial Training shall be awarded marks as follows:
- a) Student logbook, which is verified and assessed by the external (organization) Supervisor (20%)
  - b) The assessment report of the internal (University) supervisor (20%)
  - c) The student's final report and presentation before a panel (60%)
  - d) Where First year IT is being conducted at ARU, assessment of logbooks and report/output will be combined and assessed by the supervisors (40%) and the remaining (60%) before a panel.
- 3.2 A student who fails in IT shall be required to repeat IT before starting the subsequent IT.

**EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMME IN THE  
SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND  
INFORMATICS**

In addition to the University General Examination Regulations and the Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Earth Sciences, Real Estate, Business Studies and Informatics.

**A. School regulations for the programmes of Bachelor of Science in Geomatics, Bachelor of Science in Geoinformatics and Bachelor of Science in Information Systems Management**

**1. In-semester Projects**

- 1.1 Continuous assessment shall comprise assessments of oral presentation, participation in group work, consultation with supervisors, exercises and tests as the case may be in each department.
- 1.2 Both the supervisor(s) and the students shall be required to sign a consultation monitoring Log Book after every consultation session.
- 1.3 For the purpose of continuous assessment, there shall be at least two oral presentations of project work for each class doing semester project.
- 1.4 Continuous assessment marks shall be derived from group presentation involving all members of the group as well as from individual interview before a panel of examiners.
- 1.5 Continuous assessment (i.e. oral presentations) shall account for 40% and final oral presentation and written group work for 60% both leading to an assessment of 100%. Each department shall prescribe detailed modalities of assessment.
- 1.6 Departments shall prescribe formats of project reports.
- 1.7 Loose bound 3 copies of project reports from each group shall be handed in to the Head of Department by the last Friday preceding University Semester Examinations and the same must be endorsed by supervisors before submitting to the head of department; only then, shall the candidate be allowed to attend the oral examination. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the project.
- 1.8 The Project work shall be word-processed double-spaced on A-4 sheets, using font size 12. The main body shall contain at least 30 pages.
- 1.9 A panel of at least two examiners shall assess the final oral presentation.
- 1.10 Examination of the project work shall comprise the following parts:
  - (a) Evaluation of the written report (40%),
  - (b) Group presentation (oral) before a panel of departmental examiners (5%),
  - (c) Oral examination (interview) of individual students. In this regard, candidates shall be interviewed/examined on the project work and, whenever it is considered necessary, questions may be asked from other topics related to the project (15%),
- 1.11 An unsatisfactory written report (i.e. scoring less than 16 marks) will mean a fail in the project.
- 1.12 Each student must pass the final individual oral presentation. If a student fails the final oral presentation, (i.e. gets less than 6 marks), the marks for the written report shall not be considered. In that case the student shall be deemed to have failed the project.
- 1.13 Group oral presentations must be passed for the written reports to be assessed.

- 1.14 A Semester project may be passed subject to corrections.
- 1.15 A Semester project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound project report, endorsed by the supervisor are submitted to the Head of Department. Failure to do so without compelling reasons at least 7 days before the scheduled date for school board meeting shall cause the project to be failed.
- 1.16 The oral presentation and the written reports shall be assessed in accordance with the following format:

1.17.1 Form (a): Semester Project Group Oral Presentation (Continuous Assessment)

Names of candidates/group number.....  
 Title of Semester project.....  
 Name of assessor.....

| Marking consideration            | Maximum marks | Marks awarded |
|----------------------------------|---------------|---------------|
| Understanding of the topic       | 10            |               |
| Data collection methodology      | 30            |               |
| Computation and analysis of data | 30            |               |
| Overall presentation             | 10            |               |
| Response to question             | 20            |               |
| Total                            | 100           |               |
| <b>Marks out of (10%)</b>        |               |               |

Assessor's Comments if any .....  
 Signature:..... Date:.....

1.17.2 Form (b): Semester Project Assessment of Oral Individual Presentations (Continuous Assessment)

Name of candidate:.....  
 Title of Semester project:.....  
 Name of assessor.....

| Marking consideration               | Maximum marks | Marks awarded |
|-------------------------------------|---------------|---------------|
| Understanding of the subject matter | 25            |               |
| Level of individual's participation | 25            |               |
| Response to general Questions       | 50            |               |
| Total                               | 100           |               |
| <b>Marks Out of (20%)</b>           |               |               |

Assessor's comments if any:.....  
 Signature:..... Date:.....

1.17.3 Form (c): Semester Project of Group Oral Presentation (Final Examination):

Names of candidates/group number.....  
 Title of Semester project:.....  
 Name of assessor:.....

| Marking consideration            | Maximum marks | Marks awarded |
|----------------------------------|---------------|---------------|
| Understanding of the topic       | 10            |               |
| Data collection methodology      | 30            |               |
| Computation and analysis of data | 30            |               |

|                           |     |  |
|---------------------------|-----|--|
| Overall Presentation      | 10  |  |
| Response to Questions     | 20  |  |
| Total                     | 100 |  |
| <b>Marks Out of (10%)</b> |     |  |

Assessor's comments if any:.....

Signature:.....

Date:.....

1.17.4 Form (d): Semester Project Assessment of Individual Oral Presentation (Final Examination):

Name of candidate:.....

Title of Semester project:.....

Name of assessor:.....

| Marking consideration               | Maximum marks | Marks awarded |
|-------------------------------------|---------------|---------------|
| Understanding of the subject matter | 25            |               |
| Level of individual's participation | 25            |               |
| Response to general Question        | 50            |               |
| Total                               | 100           |               |
| <b>Marks Out of (20%)</b>           |               |               |

Assessor's comments if any:.....

Signature:.....

Date:.....

1.17.5 Form (e): Semester Assessment of the Written Report (Final Examination):

Name of candidates/group number:.....

Title of Semester project:.....

Name of assessor:.....

| Marking consideration  | Maximum marks | Marks awarded |
|--|---------------|---------------|
| Understanding of the project                                 | 15            |               |
| Form and Format of presentation<br>(Style, typing, language) | 15            |               |
| Literature review and referencing                            | 25            |               |
| Data processing and analysis                                 | 30            |               |
| Conclusion and recommendation                                | 15            |               |
| Total  | 100           |               |
| <b>Marks Out of (40%)</b>                                    |               |               |

Assessor's comments if any:.....

Signature:.....

Date:.....

## 2. Dissertation

- 2.1 In consultation with members of staff each final year student or group of not more than two final year students shall prepare a dissertation proposal during the first semester in the final year (Dissertation I). Dissertation proposals shall be presented in eleventh week of the first semester.
- 2.2 Each final year student or group of two final year students shall be required to submit a dissertation report from an independent study carried out during the second semester in the final year of study. In this regard, students shall execute the research proposal prepared in the course Dissertation I.

- 2.3 Dissertation supervisor(s) and students shall sign a consultation monitoring form after every consultation session. Supervisors shall avail the consultation forms to the head of department in the last week before commencement of end of University Semester Examinations.
- 2.4 Dissertation shall be assessed three times; in the fourth and twelfth weeks of a semester and during the University Examinations period. The first two assessments shall constitute continuous assessment. The School Board shall prescribe the assessment mode.
- 2.5 Continuous assessment shall be derived from the first two presentations which shall account for 40%, and final oral examination presentation and written report shall account for 20% and 40% respectively; all leading to an assessment of 100%.
- 2.6 Three loose bound copies of the dissertation report endorsed by the supervisor(s) shall be submitted to the Head of Department by the last Friday preceding the start of the University Semester Examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the Dissertation.
- 2.7 A dissertation may be passed subject to corrections.
- 2.8 Any dissertation, which has been passed subject to corrections, shall be considered to be completed only when mistakes/shortfalls pointed out by the examiners have been corrected and three hard bound copies endorsed by the supervisor(s) are submitted to the Head of the Department. Failure to do so without compelling reasons at least seven days before the School Board meeting shall cause the dissertation to be failed.
- 2.9 The assessment of the dissertation work shall use the following format:

- 2.10.1 Form (f): Assessment of DISSERTATION I Oral Presentation (Continuous Assessment):

Name of candidates/group number:.....  
 Title of Semester project:.....  
 Name of assessor:.....

| Marking consideration            | Maximum marks | Marks awarded |
|----------------------------------|---------------|---------------|
| Understanding of the topic       | 10            |               |
| Data collection methodology      | 30            |               |
| Computation and analysis of data | 30            |               |
| Style of presentation            | 10            |               |
| Response to Question             | 20            |               |
| Total                            | 100           |               |
| <b>Marks Out of (40%)</b>        |               |               |

Assessor's comments if any:.....  
 Signature:..... Date:.....

- 2.10.2 Form (g): Assessment of DISSERTATION I Oral Presentation (Final Examination):

Name of candidates/group number:.....  
 Title of Semester project:.....  
 Name of assessor:.....

| Marking consideration      | Maximum marks | Marks awarded |
|----------------------------|---------------|---------------|
| Understanding of the topic | 10            |               |

|                                  |     |  |
|----------------------------------|-----|--|
| Data collection methodology      | 30  |  |
| Computation and analysis of data | 30  |  |
| Style of presentation            | 10  |  |
| Response to Question             | 20  |  |
| Total                            | 100 |  |
| <b>Marks Out of (20%)</b>        |     |  |

Assessor's comments if any:.....

Signature:..... Date:.....

2.10.3 Form (h): Assessment of the DISSERTATION I written report (Final Examination):

Name of candidates/group number:.....

Title of Semester project:.....

Name of assessor:.....

| Marking consideration               | Maximum marks | Marks awarded |
|-------------------------------------|---------------|---------------|
| Understanding of the project        | 10            |               |
| Coverage of literature review       | 30            |               |
| Suitability of proposed methodology | 30            |               |
| Overall Presentation                | 10            |               |
| Response to Questions               | 20            |               |
| Total                               | 100           |               |
| <b>Marks Out of (40%)</b>           |               |               |

Assessor's comments if any:.....

Signature:..... Date:.....

2.10.4 Form (i): Assessment of DISSERTATION II Oral Presentation (Continuous Assessment):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

| Marking consideration            | Maximum marks | Marks awarded |
|----------------------------------|---------------|---------------|
| Understanding of the topic       | 10            |               |
| Data collection methodology      | 30            |               |
| Computation and analysis of data | 30            |               |
| Overall presentation             | 10            |               |
| Response to questions            | 20            |               |
| Total                            | 100           |               |
| <b>Marks Out of (40%)</b>        |               |               |

Assessor's comments if any:.....

Signature:..... Date:.....

2.10.5 Form (j): Assessment of DISSERTATION II Oral Presentation (Final Examination):

Name of candidates/group number:.....

Title of dissertation:.....

Name of assessor:.....

| Marking consideration            | Maximum marks | Marks awarded |
|----------------------------------|---------------|---------------|
| Understanding of the topic       | 10            |               |
| Data collection methodology      | 30            |               |
| Computation and analysis of data | 30            |               |
| Overall presentation             | 10            |               |

|                           |     |  |
|---------------------------|-----|--|
| Response to questions     | 20  |  |
| Total                     | 100 |  |
| <b>Marks Out of (20%)</b> |     |  |

Assessor's comments if any:.....  
 Signature:..... Date:.....

#### 2.10.6 Form (k): Assessment of the DISSERTATION II written report (Final Examination):

Name of candidate:.....  
 Title of dissertation:.....  
 Name of assessor:.....

| Marking consideration                                    | Maximum marks | Marks awarded |
|--|---------------|---------------|
| Understanding of the topic                               | 10            |               |
| Form Format of presentation<br>(Style, typing, language) | 30            |               |
| Literature review and referencing                        | 30            |               |
| Data processing and analysis                             | 10            |               |
| Conclusion and recommendations                           | 20            |               |
| Total  | 100           |               |
| <b>Marks Out of (40%)</b>                                |               |               |

Assessor's comments if any:.....  
 Signature:..... Date:.....

### 3. Industrial Training

Assessment of Industrial Training shall be based on the following attributes:

- The Assessment by the visiting internal (University) supervisor (10%).
- Assessment by the on-site external (organization) supervisor (20%).
- Student's Logbook (and IT report) verified by the external supervisor: the student's oral presentation before a panel of his/her departmental academic staff (70%).

### B. School regulations for the programmes of Bachelor of Science in Land Management and Valuation, Bachelor of Science in Real Estate (Finance and Investment), Bachelor of Science in Property and Facilities Management, and Bachelor of Science in Accounting and Finance

#### 1. Taught Courses

- Continuous assessment of taught courses shall comprise timed tests and homeworks. Timed tests shall be written or oral. In each semester there shall be at least two tests under examination conditions; and at least two homeworks or practical exercises, or a combination thereof per course. Questions or thematic reading areas for oral examinations shall be pre-determined and made available to students a priori.
- For the purposes of oral examination for continuous assessment:
  - Examination panel shall comprise at least two examiners including the course instructor;

- b) The assessment shall be based on the contents and/or responses of the candidates;
- c) The final mark shall be the average of the scores awarded by the members of the examination panel;
- d) Oral examinations shall not apply to the following courses: LM 111 Mathematics, LM 112 Statistics, LM121 Architectural Studies and Construction, BB 151 Business Mathematics, BB 152 Business Statistics, RE 211 Financial Mathematics, RE 316 Quantitative Methods, EC 218 Quantitative Methods I, EC 219 Econometrics I, RE 342 Econometrics, and LM 466 Valuation Casework.

- 1.3 At least one test shall be in form of written examination.
- 1.4 Tests as part of coursework assessment shall be held between the 4<sup>th</sup> and 12<sup>th</sup> weeks of the semester; and the results shall be posted before the last Friday of the 14<sup>th</sup> week of the semester.
- 1.5 Homework, practicals, take home assignments, essays, reports and combination thereof shall be submitted to the respective lecturer before the 12<sup>th</sup> week of the semester.
- 1.6 Final continuous assessment marks shall be posted a week prior to the start of the University Examinations.

## **2. Semester Project**

- 2.1 Continuous coursework assessment in Semester Project shall comprise oral presentation, participation in group work, and consultation with supervisor(s), as the case may be in each department.
- 2.2 For the purpose of continuous coursework assessment, there shall be two oral presentations of Semester Project in the semesters in which the course is offered. The second Semester Project assessment shall be held, at the latest, a week before the University examinations commence.
- 2.3 For the purpose of Semester Project, University examination shall comprise a written group Semester Project Report and oral presentation of the Semester Project by the students.
- 2.4 Three loose bound written semester project reports from each group shall be handed in to the Head of Department by the last Friday preceding University examinations and the same must be signed by the Semester Project Supervisor(s). Students who fail to observe this rule without compelling reasons shall be penalized by deducting from the total score of the semester project five marks for each day delayed.
- 2.5 A panel of at least three examiners, one of whom shall have the requisite competence in the subject, shall assess the final oral Semester Project presentation of the University Examination.
- 2.6 A Semester Project may be passed subject to corrections. Any Semester Project, which is passed subject to corrections, shall be considered to be completed only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department; and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department. Failure by the students to correct, without compelling reasons, before the School Board meeting shall render the Semester Project failed.
- 2.7 The Dean shall publish results of Semester Projects in advance of the other examinations to enable students to comply with School Regulation 2.6.



- 2.8 The oral presentation and the written reports shall be assessed in accordance with prescribed Form No. 2.1 – 2.4.

### 2.1 Semester Project Oral Assessment Form I: Group Presentation

Group No.:.....  
 Names of Candidates: .....  
 Project Title: .....  
 Name of Examiner: .....  
 Date: .....

| Marking Consideration                  | Maximum Marks (%) | Marks Awarded | Remarks |
|--|-------------------|---------------|---------|
| Understanding of the Topic             | 20                |               |         |
| Data Collection Methodology            | 20                |               |         |
| Data Analysis                          | 15                |               |         |
| Self Expression and Presentation Style | 20                |               |         |
| Response to Questions                  | 25                |               |         |
| <b>Total</b>                           | <b>100</b>        |               |         |

Examiner's Comments: .....

Signature: .....

### 2.2 Semester Project Oral Assessment Form II: Individual Presentation

Group No.:.....  
 Name of Candidate: .....  
 Project Title: .....  
 Name of Examiner: .....

| Marking Consideration               | Maximum Marks (%) | Marks Awarded | Remarks |
|-------------------------------------|-------------------|---------------|---------|
| Understanding of the Subject Matter | 30.0              |               |         |
| Level of Individual Participation   | 40.0              |               |         |
| Response to Questions               | 30.0              |               |         |
| <b>Total</b>                        | <b>100</b>        |               |         |

Examiner's Comments, : .....

Signature: .....

### 2.3 Semester Project Oral Assessment Form III: Individual Participation in Group Work

Semester Project Title: .....

| S/N | Name of Candidate | Group Participation as Assessed by Fellow Group Members |          |          |          |         |
|-----|-------------------|---|----------|----------|----------|---------|
|     |                   | Member 1  | Member 2 | Member 3 | Member 4 | Average |
| 1   |                   |   |          |          |          |         |
| 2   |                   |   |          |          |          |         |

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

**Scale:** Excellent=A, Very Good = B, Good=C, Fair=D, Poor=E, Did not participate= F

## 2.4 Semester Project Written Report Assessment Form IV

Group No.: .....

Names of Candidates: .....

Project Title: .....

Name of Examiner: .....

| Marking Consideration  | Maximum marks (%) | Marks Awarded | Remarks |
|--|-------------------|---------------|---------|
| Understanding of the Project                                       | 15                |               |         |
| Form and Format of Presentation (Style, Word-processing, Language) | 10                |               |         |
| Literature Review and Referencing                                  | 10                |               |         |
| Validity of Research Methods                                       | 20                |               |         |
| Data Processing and Analysis                                       | 30                |               |         |
| Conclusions & Recommendations                                      | 15                |               |         |
| <b>Total</b>   | <b>100</b>        |               |         |

Examiner's Comments,: .....

Signature: .....

- 2.9 The final assessment shall be made by a panel of examiners, which shall consist of one project supervisor and one member of academic staff who did not supervise the project

### 3. Dissertation

- 3.1 In the final year semester I, each student shall be required to develop a Dissertation Proposal (Dissertation 1) for approval by the department. Dissertation 1 shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written dissertation proposal shall be submitted for assessment during the University Examination Session.
- 3.2 The Dean of School may bar any candidate from being admitted to a Pre-Dissertation/Dissertation 1 examination where he or she is satisfied that the candidate has NOT satisfactorily performed well in his/her CA. Satisfactory performance in CA in Pre-Dissertation/Dissertation 1 Course shall mean an award of at least 50%.
- 3.3 A Candidate who has been barred from sitting for Pre-Dissertation/Dissertation 1 Examination shall NOT be allowed to proceed with Dissertation Course offered in the following semester
- 3.4 The candidate shall be required by the School to improve the bad pre-dissertation/Dissertation 1 and re-submit.
- 3.5 The Head of Department shall appoint a dissertation coordinator whose responsibility shall be to coordinate all the designated dissertation works in the department. The coordinator shall be assisted by supervisors assigned to each student.
- 3.6 There shall be a minimum of 5 students/staff consultations in each semester. Dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session. Supervisors shall avail the consultation forms to the head of department in the last week before commencement of end of University Semester Examinations. Where less than three consultations have been made, this shall be regarded as inadequate and hence, the candidate shall repeat the dissertation.

- 3.7 Dissertation shall be assessed three times during Semester II of final year; in the 4<sup>th</sup> and 13<sup>th</sup> weeks of the semester and the final assessment shall be done during the University Examination session.
- 3.8 For the purposes of continuous coursework assessment, dissertation shall be assessed twice. The School Board shall prescribe the time and mode of assessment which supervisors and students shall adhere to.
- 3.9 The University Examination for dissertation shall comprise an oral presentation and an assessment of the written dissertation report. The maximum marks for the written dissertation shall be 60% and 40% for continuous assessment including oral presentation.
- 3.10 A panel of at least three examiners shall assess the final oral presentation.
- 3.11 Three loose bound dissertation reports endorsed by the supervisor(s) shall be submitted to the Department by the last Thursday preceding the commencement of University Examinations in the second semester of the final year of study. Students who fail to observe this rule shall be penalised by deducting five marks for each day the dissertation report is not submitted.
- 3.12 A dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the report submitted to the Department. Failure by the student to correct, without compelling reasons, before a date prescribed by the School shall cause the dissertation to be failed.
- 3.13 The School shall publish results of Assessment of Dissertations immediately after oral examinations.
- 3.14 A student who fails in Dissertation shall be given a maximum period of three months to re-submit from the date the Senate approves examination results.
- 3.15 Re-submission of a dissertation shall be regarded as a supplementary examination of a carryover course, which shall be subject to University Regulations 23 and 28.
- 3.16 Dissertation shall be assessed in accordance with prescribed Dissertation Oral Assessment Form (DOAF) No. 2.5-2.6:

**2.5 Dissertation Form (a) Assessment of Oral Dissertation Presentation**

Name of Candidate: .....

Dissertation Title: .....

Name of Examiner: .....

| Marking Consideration                  | Maximum Marks (%) | Marks Awarded | Remarks |
|--|-------------------|---------------|---------|
| Understanding of the Topic             | 20                |               |         |
| Validity of Research Methods Employed  | 20                |               |         |
| Data Analysis                          | 15                |               |         |
| Self Expression and Presentation Style | 20                |               |         |
| Response to Questions                  | 25                |               |         |
| <b>Total</b>                           | <b>100</b>        |               |         |

Examiner's Comments, if any: .....

Signature: ..... Date: .....

**2.6 Dissertation Form (b): Assessment of the Written Dissertation Report**

Name of Candidate: .....

Dissertation Title: .....

Name of Examiner: .....

| Marking Consideration  | Maximum marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Understanding of the Dissertation                                  | 15            |               |         |
| Form and Format of Presentation (Style, Word-processing, Language) | 10            |               |         |
| Literature Review and Referencing                                  | 10            |               |         |
| Validity of Research Methods                                       | 20            |               |         |
| Data Processing and Analysis                                       | 30            |               |         |
| Conclusions & Recommendations                                      | 15            |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

Examiner's comments, if any: .....

Signature:.....

Date: .....

#### 4. Industrial Training/Fieldwork

- 4.1 For each degree programme, the School Board shall prescribe the mode and manner of conducting Industrial Training.
- 4.2 Assessment of Industrial Training shall be based on the following consideration:

| Item   | Maximum Marks (%) | Marks Awarded | Remarks |
|--|-------------------|---------------|---------|
| Assessment by the visiting internal (University) supervisor  | 30                |               |         |
| Assessment by Fieldwork Trainer(at IT place/ supervisor)   | 20                |               |         |
| Student's logbook (and IT report) duly verified by the Field Trainer.                                | 30                |               |         |
| The student's oral presentation before a panel of at least three departmental academic staff members | 20                |               |         |
| <b>Total</b>   | <b>100</b>        |               |         |

- 4.3 Where marks for Visiting University Supervisor and of the Fieldwork Trainer above cannot be obtained, the Department shall determine a grade for these components based on a pro-rata performance in marks obtained in logbook and student's oral presentation.
- 4.4 For the purpose of the assessment in 3.10 above, at least two qualified Departmental academic staff members shall be present in the oral presentation session to make the assessment.

## EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMME IN THE SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Environmental Science and Technology.

### 1. Semester Projects

- 1.1 Continuous assessment in these subjects shall comprise assessments of oral presentation, participation in group work, consultation with supervisors, exercises and tests as the case may be in each department.
- 1.2 For the purpose of continuous assessment, there shall be two oral presentations of Semester Project, in the semesters in which the subject is offered. The second assessment shall be done, at the latest, one week before the University Examinations start.
- 1.3 Continuous assessment for project work shall account for 70% and final presentation and written group work for 30% all leading to an assessment of 100%.
- 1.4 Project work shall be handed in to the Department two days before University Semester Examinations start. Final project work not submitted within specified period without compelling reasons shall be penalized by deducting from the total score 5 marks per day.
- 1.5 Project work shall be word processed in 1.5 spaced A 4 sheets, Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.6 The final assessment of project work shall comprise of oral presentation and written group work.

#### 1.7 Assessment of Semester Project

1.7.1 The assessment sheet for the written project work shall have the following format:

1. Group No. ....
2. Name of students .....
3. Project Title .....
4. Name of Examiner .....
5. Date .....

| Marking Criteria  | Maximum Marks (%) | Marks Awarded | Remark |
|---|-------------------|---------------|--------|
| Form and Format of presentation (style, language, word processing etc). | 10                |               |        |
| Literature review and referencing                                       | 10                |               |        |
| Material content  | 10                |               |        |
| Data collection organization and analysis                               | 20                |               |        |
| Graphics  | 20                |               |        |
| Conclusion and Recommendation   | 20                |               |        |
| <b>Total</b>  | 100               |               |        |

1.7.2 The assessment sheet for oral semester project presentation: Shall have the following format.

1. Group No. ....
2. Name of Student .....
3. Project title .....
4. Name of Examiners.....
5. Date .....

| Marking Criteria             | Maximum Marks (%) | Marks Awarded | Remarks |
|------------------------------|-------------------|---------------|---------|
| Understanding of the problem | 10                |               |         |

|                                  |     |  |  |
|----------------------------------|-----|--|--|
| Data analysis and interpretation | 25  |  |  |
| Discussion of Graphics           | 20  |  |  |
| Self Expression                  | 20  |  |  |
| Response to Questions            | 25  |  |  |
| <b>Total</b>                     | 100 |  |  |

- 1.8 The final assessment shall be made by a panel of examiners, which shall consist of one project supervisor, one member of academic staff who did not supervise the project and the external examiner(s).
- 1.9 Each student shall pass the final oral presentation. Where a student is deemed to have failed the final oral presentation, the written group work mark shall not be considered.
- 1.10 A Semester Project may be passed as it is, outright failed or passed subject to corrections.
- 1.11 Any Semester Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and an acceptable hard bound project report, endorsed by the supervisor is submitted to the Head of Department. Failure by student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.
- 1.12 The marks for both written group work and final oral presentation shall be in the ratio of 5 to 2 of the 70%.

## 2. Engineering Drawing,

- 2.1 Continuous assessment for Engineering Drawing shall be awarded out of 70% of the total and final assessment 30% all leading to an assessment of 100%.
- 2.2 For the purpose of continuous assessment, there shall be at least eight exercises and two tests taken under examination conditions. The marks for exercises and tests shall be in the ratio of 5 to 2 of the 70%.
- 2.3 The final assessment shall be made by a panel of examiners, which shall consist of two internal examiners and the external examiner(s).
- 2.4 The assessment of Engineering Drawing shall be based on evaluation of drawing work and student's understanding of the subject matter using the following format and marking criteria.

| Marking Criteria  | Maximum Marks (%) | Marks Awarded | Remark |
|---|-------------------|---------------|--------|
| Format and arrangement of drawing components (views, choice of scale, dimensions etc.)              | 20                |               |        |
| Content (correctness of concept and practicability) and completeness of requirements for a drawing. | 25                |               |        |
| Neatness, correct choice of pen sizes for different uses, lettering quality, clarity, etc.          | 20                |               |        |
| Overall understanding of elements of engineering drawing  | 35                |               |        |
| <b>Total</b>  | 100               |               |        |

- 2.5 For the purpose of assessment, the practical exercises shall account for 70% and tests done after completion of each workshop and final test shall account for 30%
- 2.6 The marks for individual workshop tests and final test shall be in the ration of 1 to 1 of the 30%.

## 3. Dissertation

- 3.1 Dissertations shall be assessed four times during the 2<sup>nd</sup> semester of final year. The third assessment of dissertations shall be conducted about four weeks before the University semester examinations start. The final assessment shall be done during the University semester examinations. The first three oral presentations shall constitute continuous assessment.
- 3.2 Continuous assessment (i.e. the first three presentations) shall account for 30% while the written dissertation work and final oral presentation for 70% all leading to an assessment of 100%.
- 3.3 The marks for the written dissertation work and final oral presentation shall be in the ratio of 7 to 3 of 70%
- 3.4 The oral presentations shall be attended by at least two (2) of the Departmental Examiners and respective supervisor(s).
- 3.5 The final assessment shall be made by a panel of examiners which shall consist of one dissertation supervisor and one member of academic staff who did not supervise the dissertation.
- 3.6 The assessment of the dissertation written works shall have the following format;
1. Name of Students.....
  2. Dissertation Title.....
  3. Name of Examiner.....
  4. Date .....

| Marking Criteria   | Maximum Marks (%) | Marks Awarded | Remarks |
|--|-------------------|---------------|---------|
| Format of presentation (style, language, word processing etc)                        | 15                |               |         |
| Quality of graphics (charts, maps, design drawings) and general use of illustrations | 20                |               |         |
| Material content (contribution to env. Eng. Science and technology)                  | 15                |               |         |
| Literature review and references   | 10                |               |         |
| Data analysis and interpretation   | 30                |               |         |
| Validity and relevance of conclusions and recommendations                            | 10                |               |         |
| <b>Total</b>   | 100               |               |         |

- 3.7 Assessment of the oral presentation shall have the following format.

1. Name of student .....
2. Dissertation title .....
3. Name of Examiner .....
4. Date .....

| Marking Criteria                             | Maximum Marks (%) | Marks Awarded | Remarks |
|--|-------------------|---------------|---------|
| Understanding of the Problem                 | 20                |               |         |
| Use of illustrations and quality of graphics | 15                |               |         |
| Presentation and analysis of data collected  | 20                |               |         |
| Self expression                              | 20                |               |         |
| Response to questions                        | 25                |               |         |
| <b>Total</b>                                 | 100               |               |         |

- 3.8 All dissertations must be submitted well bound one week before the start of the University semester examinations. Any dissertation not submitted within the specified period shall be penalized by deduction from the total score 2 marks per day for the first five days after which a student shall be deemed to have failed the dissertation.
- 3.9 A dissertation may be passed as it is, outright failed or passed subject to corrections.
- 3.10 Any dissertation, which is passed subject to corrections, shall be considered to be completed when errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound dissertation report, endorsed by the supervisor are submitted to the Head of Department. Failure to do so without compelling reasons before the school board meeting shall cause the dissertation to be failed.

#### 4. Industrial Training

- 4.1 Assessment of Industrial Training shall be done by at least three (3) internal examiners using the following format:

| <b>Item</b>   | <b>Maximum Marks</b> | <b>Marks Awarded</b> | <b>Remarks</b> |
|---|----------------------|----------------------|----------------|
| Student logbook, which has been verified and assessed by the external (organization) Supervisor | 20                   |                      |                |
| The assessment report of the internal (University) supervisor                                   | 20                   |                      |                |
| The student's final report and presentation before a panel                                      | 60                   |                      |                |
| <b>Total</b>  | 100                  |                      |                |



## **POSTGRADUATE GENERAL EXAMINATION REGULATIONS**

In addition to the General University Examination Regulations the following Regulations shall also apply to Postgraduate Diploma, Masters and PhD programmes.

### **1. Post Graduate Diploma**

- 1.1 The Postgraduate Diploma Programmes shall involve full-time day programmes mode, full-time evening programmes mode; and modular programmes mode (part-time day and evening Programmes).
- 1.2 Candidates for the full-time day programmes mode are expected to complete their programmes within two semesters. Candidates for the modular mode (part-time) day or evening programmes are expected to complete their programmes within three semesters. The unit system shall be used to gauge the workload involved. One unit shall be equivalent to 15 hours of lectures of 30-45 hours of project
- 1.3 The maximum time for which student may remain registered as a Postgraduate Diploma student shall be two years.
- 1.4 A candidate admitted to a Postgraduate Diploma programme must complete all courses prescribed by the respective department in order to qualify for the award of the Postgraduate Diploma.
- 1.5 A candidate may be advised by his/her department to take prerequisite undergraduate courses which shall not be examinable and shall not contribute to the Postgraduate Diploma award.
- 1.6 Passing a course shall mean scoring at least a B grade, which shall combine both University Examination at the end of each semester. Continuous Assessment for theoretical courses shall account for 40% while the University examination shall account for 60%.
- 1.7 Courses will be assessed and grades awarded within the semester in which they are completed.
- 1.8 The Department shall prescribe guidelines for Continuous Assessment. Such guidelines shall be approved by School Boards.
- 1.10 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). Supplementary examinations shall be conducted after the release of the results of the second semester examination in the academic year.
- 1.11 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 1.12 The maximum attainable grade in a supplementary examination shall be a B grade.
- 1.13 A candidate who fails in more than one supplementary examination shall be discontinued from the programme.
- 1.14 A candidate who repeats a course and fails in the first examination sitting shall be allowed to supplement the failed course, and if the candidate fails the supplementary examination, he/she shall be discontinued from studies forthwith.
- 1.15 A candidate in consultation with his/her supervisor shall formulate a project final paper proposal.
- 1.16 A candidate is required to make oral presentations of the proposal to the Department's Postgraduate Committee for endorsement and approval. Such presentations shall not be graded.

- 1.17 The Postgraduate Diploma award shall not be classified.
- 1.18 Assessment of the Project final paper should be as per school regulations.

## **2. Masters (By Coursework and Dissertation)**

- 2.1 The Programme will comprise full-time and part-time students. Full-time students shall complete their course work within the first two semesters of enrolment. Part-time candidates shall complete their coursework within the first three semesters of enrolment.
- 2.2 The Master's Programme shall involve the full-time day programmes mode; full-time evening programmes mode; and modular programmes mode (part-time, day or evening programmes).
- 2.3 The unit system shall be used to gauge the workload involved. One unit shall be equivalent to 15-hour lectures or 30-45 hours of dissertation.
- 2.4 The maximum time for which student may remain registered as a Masters student shall be three years for full-time students and four years for part-time students.
- 2.5 A candidate admitted to a Master's programme must complete all courses prescribed by the department in order to qualify for the award of the Master's Degree. Departments shall provide a list of electives to be taken in any semester.
- 2.6 A candidate may be advised by his/her department to take prerequisite undergraduate courses which shall not contribute to the Master's Degree award.
- 2.7 Passing a course shall mean scoring at least a "B" grade which shall combine both Continuous Assessment and University Examination at the end of each semester. Continuous Assessment shall account for 40%, while the University Examinations shall account for 60%.
- 2.8 Departments shall prescribe guidelines for continuous Assessment. Such guidelines shall be approved by the School Board.
- 2.9 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). Supplementary examinations shall be conducted after the release of the results of the second semester examination in the academic year.
- 2.10 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 2.11 The maximum attainable grade in a supplementary examination or resubmission of a dissertation shall be a "B" grade.
- 2.12 A candidate who fails in any supplementary examination and has a GPA of 3.0 or above may be allowed to repeat failed courses but shall not be allowed to proceed to Dissertation phase.
- 2.13 A candidate, who fails in only one supplementary examination, shall be allowed to repeat the failed course.
- 2.14 A candidate who repeats a course and fails in the first sitting examination shall be allowed to supplement the failed course, and if the candidate fails the supplementary examination, he/she shall be discontinued forthwith.
- 2.15 A candidate in consultation with his/her supervisor shall formulate a dissertation research proposal. The supervisor shall approve the proposal subject to the endorsement of the Department's Postgraduate Committee.

- (i) A candidate is required to make oral presentation(s) of the proposal to the Department's Postgraduate Committee. Such presentation(s) shall not be graded.
  - (ii) Continuous assessment in dissertation shall comprise at least two oral presentations. The Department shall prescribe the time and mode of assessment.
- 2.16 Every dissertation shall be assessed by at least two examiners appointed by the School Board and approved by the SENATE as follows:
- The Supervisor who will act as an Internal Examiner,
  - An External examiner appointed from outside the University
- 2.17 The passing grade for a dissertation shall be a "B" or higher. A candidate scoring below a "B" grade shall be allowed to re-submit the failed dissertation within a period specified in the University General Regulations and Guidelines for Postgraduate Study Programmes.
- 2.18 A candidate failing in the re-submission may be allowed another re-submission of the dissertation at the discretion of the Senate, and the Senate shall prescribe the time for such re-submission.

### **3. Masters (By Thesis)**

- 3.1 The registration period for the programme shall normally be 24 months for full-time students and up to 36 months for part-time students.
- 3.2 Enrolment for the programme shall be at any time in the academic year.
- 3.3 Having satisfied the admission criteria for Master's degree by thesis candidates will have to observe the following procedures:
- a) A candidate shall submit a two-page statement of the intended research topic (ARU/PG.F3) to the Postgraduate Committee, as appropriate. On the basis of his/her statement, the School shall assign supervisor(s) to the candidate, and the candidate's studentship commences thereafter.
  - b) The maximum time for which student may remain registered as a Masters student shall not exceed three and a half years. Candidates shall pay extension fee as specified in the University General Regulations and Guidelines for Postgraduate Study programmes for each monthly extended beyond the 24 months. Extension fees shall be paid in a span of three months and no extension shall be granted after the third extension.
- 3.4 A candidate registered for a Master's degree program by thesis may, on recommendations of the School Board, be required to do one or more undergraduate course appropriate to their field of study.
- 3.5 Candidates will undertake the programme under the guidance of their supervisors in accordance with standing Regulations and Guidelines of Postgraduate Studies of the Ardhi University.
- 3.6 A candidate failing in the re-submission may be allowed another re-submission of the thesis at the discretion of the Senate, and Senate shall prescribe the time for such re-submission.
- 3.7 Submission of the thesis and oral Examination (Viva Voce) shall follow the Ardhi University General Regulations and Guidelines for Postgraduate Study Programmes.
- 3.8 The Master's Degree award shall not be classified.

### **4. PhD**

- 4.1 The registration period for the programme shall normally be 3 years for full-time students and up to 5 years for part-time students.
- 4.2 The maximum time for which student may remain registered as a PhD student shall not exceed 5 years for full-time student and 7 years for part-time student.
- 4.3 Enrolment for the programme shall be at any time in the academic year.
- 4.4 The assessment of PhD thesis will be conducted as per ARU General Regulation and Guidelines for Postgraduate Study Programmes.

**EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMME IN THE  
SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND  
MANAGEMENT**

In addition to the University General Examination Regulations, General Postgraduate Regulations, and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Architecture, Construction Economics and Management.

**A. School regulations for the programmes of Postgraduate Diploma in Architecture, Master in Architecture and PhD in Architecture**

**1. Postgraduate Diploma in Architecture**

- 1.1 Students who are admitted to the Postgraduate Diploma in Architecture must complete all the prescribed courses, which add up to 34 course units.
- 1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%. Design studio and Final projects shall be assessed through three interim presentations on a continuous basis and at the final presentation (University Examination). The continuous assessment shall make up 40% and 60% for the final presentation (University Examinations).
- 1.3 Each student in consultation with the supervisor shall carry out a Final Project.
- 1.4 The Department postgraduate committee shall evaluate and approve the candidate's final project proposal. Assessment criteria are as shown in tables 1.1 and 1.2.
- 1.5 There shall be no transfer of grades from Postgraduate Diploma in Architecture to Masters of Architecture.

**Table 1.1 AR 601 Design Studio: Assessment Criteria**

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Project formulation and appraisal of an architectural project  | 15            |               |         |
| Analysis and presentation of contextual aspect of the design   | 25            |               |         |
| Comprehensive scheme design to substantiate architectural solutions generated from the outline proposal stage. | 25            |               |         |
| Working drawings for selected parts(s) of the designed complex building  | 15            |               |         |
| Evidence of buildability, environmental impact assessment and climatic design consciousness                    | 10            |               |         |
| Communication skill (language, quality of graphics, expressions, ...)  | 5             |               |         |
| Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)          | 5             |               |         |
| <b>Total</b>   | 100           |               |         |

Candidate's ..... Panel Chairman .....  
(Name) Name and signature  
Date: .....

Names and Signatures of other Assessors:

1. ....
2. ....

**Table 1.2 AR 602 Final Project: Assessment Criteria**

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Ability to develop an architectural research issue to address practical design project   | 10            |               |         |
| Formulation and application of suitable research methods   | 10            |               |         |
| Sufficiency and relevancy of collected research data at urban design level   | 15            |               |         |
| Analysis of collected data and assimilation into concept development of design project at outline proposal stage.                    | 20            |               |         |
| Development of scheme design (partial)   | 20            |               |         |
| Working drawing production of selected part of the designed buildings to exhibit buildability, clear structural systems and services | 15            |               |         |
| Communication skill (language, quality of graphics, expressions,)  | 5             |               |         |
| Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)                                | 5             |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

Candidate's ..... Panel Chairman .....  
 (Name) Name and signature  
 Date: .....

Names and Signatures of other Assessors:

1. ....
2. ....

## **2. Masters Degree in Architecture (Coursework and Dissertation)**

- 2.1 Students who are admitted to the M. Arch. Programme must complete all the prescribed courses, which amount to 40 units.
- 2.2 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 2.3 Completing a course shall mean scoring at least B grade. Course work in subjects other than studio projects shall include two tests and two assignments in each course in each semester. Course work assessment through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Design studio and Dissertation shall be assessed through three interim presentations on a continuous assessment shall make up 40% and 60% for the final presentation (University Examination). Studio assessment shall be made up of continuous assessment 40% and final presentation 60%. Assessment criteria are as shown in tables 2.3-2.7
- 2.4 No student shall be allowed to supplement Design Studio Project.
- 2.5 Student who fails design studio subject shall be discontinued.
- 2.6 Students must score GPA of at least 3.0 in order to proceed to dissertation stage.

## **3. Masters Degree in Architecture (By Thesis)**

The assessment of Masters Degree in Architecture by thesis shall be conducted as per ARU General Regulations and guidelines for postgraduate study programmes.

#### 4. Ph.D in Architecture (By Thesis)

The assessment of Ph.D. thesis shall be conducted as per ARU General Regulations and Guidelines for postgraduate study programmes.

**Table 2.3 AR 701 Design Studio: Assessment Criteria** (Coursework and University Examination)

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Project formulation and appraisal of an architectural project  | 15            |               |         |
| Analysis and presentation of contextual aspect of the design   | 25            |               |         |
| Comprehensive scheme design to substantiate use of materials, hi- tech construction, energy conservation and services. | 25            |               |         |
| Architectural concept as a practical expression of the solution to specific architectural problem                      | 15            |               |         |
| Evidence of buildability, environmental impact assessment and climatic design consciousness                            | 10            |               |         |
| Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)                  | 10            |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

Candidate ..... Panel Chairman .....  
(Name) Name and signature

Date: .....

Names and Signatures of other Assessors:

1. ....

2. ....

**Table 2.4 AR 799 Dissertation: Assessment Criteria First Presentation** (Coursework)

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Understanding of the research topic  | 10            |               |         |
| Formulation and clarity of the research problem  | 15            |               |         |
| Clarity of the research objectives and questions   | 20            |               |         |
| Clear formulation of suitable research methods, explaining reasons of suitability over other methods.  | 15            |               |         |
| Justification of case study selection  | 10            |               |         |
| Completeness of the research proposal i.e. logical flow and contents of the research proposal, extent of literature review, consistence and correctness of citations, quotations, references, and appendices | 25            |               |         |
| Communication skills (language, quality of graphics, expressions,  | 5             |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

Candidate ..... Panel Chairman .....  
(Name) Name and signature

Date: .....

Names and Signatures of other Assessors:

1. ....

2. ....

**Table 2.5 AR 799 Dissertation: Assessment Criteria Second Presentation (Coursework)**

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Adherence and response to comments given during first presentation   | 10            |               |         |
| Presentation of applied methods and encountered problems.  | 10            |               |         |
| Case study findings: Sufficiency and relevancy of collected data (literature, maps, photographs, pictures, drawings, ...) Lessons and recommendations  | 35            |               |         |
| Conceptual framework and analysis framework  | 20            |               |         |
| Completeness of the case study i.e. logical flow and contents of the report of the case study, extent of literature review, consistence and correctness of citations, quotations, references, and appendices | 15            |               |         |
| Communication skills (language, quality of graphics, expressions, ...)   | 10            |               |         |
| <b>Total</b>   | 100           |               |         |

Candidate ..... Panel Chairman .....  
(Name) Name and signature

Date: .....

Names and Signatures of other Assessors:

1. ....
2. ....

**Table 2.6 AR 799 Dissertation: Assessment Criteria Third Presentation (Coursework)**

| Marking Consideration  | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Adherence and response to comments given during second presentation  | 10            |               |         |
| Presentation of Research findings  | 40            |               |         |
| Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citations, quotations, references, and appendices | 25            |               |         |
| Conclusions and recommendations  | 15            |               |         |
| Communication skills (language , quality of graphics, expressions, ...)  | 10            |               |         |
| <b>Total</b>   | 100           |               |         |

Candidate ..... Panel Chairman .....  
(Name) Name and signature

Date: .....

Names and Signatures of other Assessors:

1. ....
2. ....

**Table 2.7 AR 799 Dissertation: Assessment Criteria University Examination/Presentation (Examination Period)**

| Marking Consideration         | Maximum Marks | Marks Awarded | Remarks |
|-------------------------------|---------------|---------------|---------|
| Formulation of research topic | 5             |               |         |



|  |     |  |  |
|--|-----|--|--|
| Stated research problem  | 5   |  |  |
| Research objectives  | 5   |  |  |
| Research questions/hypothesis  | 5   |  |  |
| Suitability and difficulties of selected research methods  | 10  |  |  |
| Presentation of Research findings  | 20  |  |  |
| Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citation, quotation, references, and appendices | 35  |  |  |
| Conclusions and recommendations  | 10  |  |  |
| Communication skills (language, quality of graphics, expressions, ...)   | 5   |  |  |
| <b>Total</b>   | 100 |  |  |

Candidate ..... Panel Chairman .....  
(Name) Name and signature

Date: .....

Names and Signatures of other Assessors:

1. ....  
2. ....

## **B. School regulations for the programmes of Postgraduate Diploma in Construction Economics and Management, and Master of Science in Construction Economics and Management**

### **1. Postgraduate Diploma**

- 1.1 Students, who are admitted to the Postgraduate Diploma in Construction Economics and Management, must complete all the prescribed courses.
- 1.2 Each student in consultation with the supervisor shall carry out a Postgraduate Diploma Final Paper.
- 1.3 The Department shall evaluate and approve the candidate's final paper proposal.
- 1.4 The PGD-Final Paper shall be assessed through final oral presentation and written work although there shall be consultations on a continuous basis. The final oral presentation shall make up 40% while the written work accounts for 60%.
- 1.5 Each student shall submit a written FINAL PAPER to be examined by the department in the 15<sup>th</sup> week of semester II of the relevant academic year. The assessment of final oral presentation for Final Paper shall be based on criteria indicated in table 1.1.

**Table 1.1 Assessment Criteria for Final Oral Presentation (Final Paper)**

| <b>SN.</b> | <b>Assessment Criteria</b>               | <b>Maximum marks</b> |
|------------|--|----------------------|
| 1.         | Presentation arrangement                 | 2                    |
| 2.         | Time management                          | 4                    |
| 3.         | Relevance of the contents                | 10                   |
| 4.         | Language                                 | 4                    |
| 5.         | Satisfactory answers to questions raised | 20                   |
|            | <b>Total</b>                             | 40%                  |

- 1.6 Modalities for assessing the written work for Final Paper are prescribed in table 1.2.

**Table 1.2 Assessment Criteria for Written Work (Final Paper)**

| <b>SN.</b> | <b>Assessment Criteria</b> | <b>Maximum marks</b> |
|------------|----------------------------|----------------------|
|------------|----------------------------|----------------------|

|    |  |     |
|----|--|-----|
| 1. | Understanding of the topic                 | 5   |
| 2. | Conceptual framework and literature review | 10  |
| 3. | Research methodology                       | 10  |
| 4. | Empirical background                       | 10  |
| 5. | Data processing and analysis               | 10  |
| 6. | Conclusions and recommendations            | 10  |
| 7. | References/Bibliography                    | 5   |
|    | <b>Total</b>                               | 60% |

## 2. Master of Science

- 2.1 Students, who are admitted to the Master of Science in Construction Economics and Management, must complete all the prescribed courses.
- 2.2 Courses will be assessed and grades awarded within the semester in which they are completed. Each subject master shall provide course programme at the beginning of each course.
- 2.3 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%.
- 2.4 Each student in consultation with the supervisor shall carry out a MSc. Dissertation
- 2.5 The Department shall evaluate, approve and examine the candidate's dissertation proposal.
- 2.6 The MSc. Dissertation shall be assessed in three interim oral presentations and written work. The three interim oral presentations shall contribute a total mark of 40% while the written work shall contribute 60%. The three interim oral presentations shall be made programmed from time to time by the department.
- 2.7 The assessment of first, second and third interim oral presentation for dissertation shall be based on criteria indicated in table 2.1, 2.2 and 2.3 respectively.

**Table 2.1 Assessment Criteria for First Interim Oral Presentation (Dissertation)**

| SN. | Assessment Criteria                      | Maximum marks |
|-----|--|---------------|
| 1.  | Presentation arrangement                 | 2             |
| 2.  | Time management                          | 3             |
| 3.  | Clarity in problem statement             | 5             |
| 4.  | Understanding of the topic               | 10            |
| 5.  | Research design                          | 10            |
| 6.  | Satisfactory answers to questions raised | 10            |
|     | <b>Total</b>                             | 40%           |

**Table 2.2 Assessment Criteria for Second Interim Oral Presentation (Dissertation)**

| SN. | Assessment Criteria                      | Maximum marks |
|-----|--|---------------|
| 1.  | Presentation arrangement                 | 2             |
| 2.  | Time management                          | 3             |
| 3.  | Conceptual framework                     | 10            |
| 4.  | Literature review                        | 10            |
| 5.  | Satisfactory answers to questions raised | 15            |
|     | <b>Total</b>                             | 40%           |

**Table 2.3 Assessment Criteria for Third Interim Oral Presentation (Dissertation)**

| SN. | Assessment Criteria      | Maximum marks |
|-----|--------------------------|---------------|
| 1.  | Presentation arrangement | 2             |

|    |  |     |
|----|--|-----|
| 2. | Literature review                        | 5   |
| 3. | Research methodology                     | 10  |
| 4. | Presentation of findings and analysis    | 8   |
| 5. | Conclusions and recommendations          | 5   |
| 6. | Satisfactory answers to questions raised | 10  |
|    | <b>Total</b>                             | 40% |

2.8 Modalities for assessing the written work for dissertations shall be as per General Regulations and Guidelines for Postgraduate Study Programmes.

2.9 The dissertation shall be awarded a grade where B or higher is passing grade.

2.10 A student who fails in dissertation shall be allowed to resubmit the failed dissertation as per General Regulations and Guidelines for Postgraduate Study Programmes.

## **EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMME IN THE SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES**

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Urban and Regional Planning.

### **1. Post Graduate Diploma in Urban Planning and Management**

- 1.1 Students, who are admitted to the Postgraduate Diploma in Urban Planning and Management, must complete all the prescribed courses, which add up to 32 course units.
- 1.2 Candidates may be allowed to take a maximum of 4 units of advanced (300 or 400 series) undergraduate courses, which can be counted towards the Postgraduate Diploma Programme. Such courses must not only be passed with at least B grade but must also be prescribed as being prerequisite for the regular Postgraduate Course and must not have been previously taken by the candidate. The additional courses will not be weighted for the final postgraduate diploma evaluation.
- 1.3 Courses will be assessed and grades awarded within the semester in which they are completed.
- 1.4 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%. Studio projects shall be assessed through presentations of outputs on a continuous basis and at the end of the project. The continuous assessment shall make for 60%, while the final presentation accounts for 40%. The course lecturer at the beginning of the course shall announce the form of continuous assessment, after endorsement by respective School.

### **1.5 Final Paper Regulations**

- 1.5.1 In the Postgraduate Urban Planning and Management PGD (UPM) programme, each student shall prepare, write and submit a final paper in semester two on a chosen topic in urban planning and management.
- 1.5.2 Each PGD (UPM) student shall within the Second Semester, identify a topic and two supervisors to assist in writing a scientific paper.
- 1.5.3 Progress in Final Paper shall be assessed in three oral presentations as shall be organized by the Department. The three oral presentations shall contribute a total mark of 30% distributed equally while written Final Paper presentation shall contribute 70% (Table 1.1).
- 1.5.4 Criteria for assessing progress in final scientific paper shall be based on the criteria indicated in Table 1.2.
- 1.5.5 Each student must in the 15th week of Semester II submit three spiral-bound copies of the final paper to the Office of the Head of Department.

**Table 1.1 Criteria for Assessment Progress in Final Paper**

| <b>SN</b> | <b>Assessment Criteria</b>                     | <b>Points</b> |
|-----------|--|---------------|
| 1.        | Understanding of topic and self-expression     | 10            |
| 2.        | Empirical and theoretical bases                | 10            |
| 3.        | Methodology                                    | 10            |
| 4.        | Data processing and analysis                   | 10            |
| 5.        | Graphical presentation                         | 10            |
| 6.        | Originality and contribution to the profession | 10            |

|    |   |     |
|----|---|-----|
| 7. | Language, scientific writing skills, citation and referencing | 30  |
| 8. | Conclusions and recommendations                               | 10  |
|    | <b>Total</b>  | 100 |

**Table 1.2: Criteria for Assessment of Final Written Paper**

| SN | Assessment Criteria                        | Points |
|----|--|--------|
| 1  | Understanding of the topic                 | 10     |
| 2  | Conceptual framework and literature review | 10     |
| 3  | Research methodology                       | 10     |
| 4  | Empirical findings                         | 15     |
| 5  | Data processing and analysis               | 15     |
| 6  | Originality and contribution to profession | 20     |
| 7  | Conclusions and recommendations            | 10     |
| 8  | Bibliography/references                    | 10     |
|    | <b>Total</b>                               | 100    |

## 2.0 Master of Science in Urban Planning and Management

- 2.1 Students who are admitted to the M.Sc. (UPM) Program must complete all the prescribed courses, which amount to 44 units.
- 2.2 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 2.3 Completing a course shall mean scoring at least B grade. Course work in course other than Studio projects shall include two tests and two assignments in each course in each semester.
- 2.4 Coursework assessment of theoretical courses through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Studio assessment shall be made up of continuous assessment 60% and final presentation 40%.
- 2.5 No student shall be allowed to supplement Studio Project. Student(s) who fails in Studio Project shall be discontinued.

### 2.6 Dissertation Regulations

- 2.6.1 The Ardhi University General Postgraduate Guidelines and Regulations for preparation of dissertation shall apply.
- 2.6.2 Each student in consultation with the supervisor shall formulate a Dissertation research proposal-(Dissertation I) in semester 2 of the programme and supervisor(s) shall be approved by the Department.
- 2.6.3 The Department shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I).
- 2.6.4 Progress in dissertation proposal preparation shall be monitored through regular presentations that are marked. THREE marked oral presentations shall be programmed from time to time by the Department.
- 2.6.5 Assessment of continuous Dissertation I preparation shall carry 60% and submitted written proposal shall carry 40%. The criteria for assessment of Dissertation I are as shown in the tables 2.1, 2.2 and 2.3.
- 2.6.6 Each student shall submit a written DISSERTATION PROPOSAL (Dissertation I) to be approved and examined by the department in the 15<sup>th</sup> week of Semester II. The criteria for assessing written dissertation proposal are as shown in the table 2.4.

**Table 2.1 Assessment criteria for first Oral Presentation (Dissertation I)**

|   | Candidates Name | Understanding of the topic | Clarity in problem statement and comprehension | Relevance of topic to the profession | Creative/innovative thinking | Response to questions raised | Consultation with supervisors | Total | Mark awarded |
|---|-----------------|----------------------------|--|--------------------------------------|------------------------------|------------------------------|-------------------------------|-------|--------------|
|   | Points/marks    | 4                          | 4  | 4                                    | 2                            | 4                            | 2                             | 20    |              |
| 1 |                 |                            |  |                                      |                              |                              |                               |       |              |
| 2 |                 |                            |  |                                      |                              |                              |                               |       |              |
| 3 |                 |                            |  |                                      |                              |                              |                               |       |              |
| 4 |                 |                            |  |                                      |                              |                              |                               |       |              |

**Table 2.2 Assessment criteria for second Oral Presentation (Dissertation I)**

|   | Candidates Name | Response to remarks on first presentation | Comprehension of the issues | Research objectives & questions | Conceptual framework | Methodology | Consultation with supervisors | Total | Mark awarded |
|---|-----------------|---|-----------------------------|---------------------------------|----------------------|-------------|-------------------------------|-------|--------------|
|   | Points/marks    | 2   | 4                           | 4                               | 4                    | 4           | 2                             | 20    |              |
| 1 |                 |   |                             |                                 |                      |             |                               |       |              |
| 2 |                 |   |                             |                                 |                      |             |                               |       |              |
| 3 |                 |   |                             |                                 |                      |             |                               |       |              |
| 4 |                 |   |                             |                                 |                      |             |                               |       |              |

**Table 2.3 Assessment criteria for third Oral Presentation (Dissertation I)**

|   | Candidates Name | Response to remarks on first presentation | Comprehension of the issues | Research objectives & questions | Conceptual framework | Methods/ data collection tools | Consult with supervisors | Total | Mark awarded |
|---|-----------------|---|-----------------------------|---------------------------------|----------------------|--------------------------------|--------------------------|-------|--------------|
|   | Points/marks    | 2   | 4                           | 4                               | 4                    | 4                              | 2                        | 2     |              |
| 1 |                 |   |                             |                                 |                      |                                |                          |       |              |
| 2 |                 |   |                             |                                 |                      |                                |                          |       |              |
| 3 |                 |   |                             |                                 |                      |                                |                          |       |              |
| 4 |                 |   |                             |                                 |                      |                                |                          |       |              |

**Table 2.4 Criteria for assessment of written Dissertation I (During examinations Period)**

|  | Candidates Name | Title/topic | Statement of the problem | Research objectives | Research questions | Conceptual framework | Methodology, | Analytic methods | Citation and references | Total | Mark awarded |
|--|-----------------|-------------|--------------------------|---------------------|--------------------|----------------------|--------------|------------------|-------------------------|-------|--------------|
|  | Points/marks    | 4           | 8                        | 4                   | 4                  | 5                    | 5            | 4                | 6                       | 40    |              |

|   |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |

- 2.6.7 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I Examination shall NOT be allowed to proceed with Dissertation II course offered in the following semester.
- 2.6.8 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Dissertation I.
- 2.6.9 Each student shall write DISSERTATION (Dissertation II) in semester III of the MSc. UPM programme.
- 2.6.10 Modalities for assessing written Dissertations shall be as per ARU General Regulations and Guidelines for Postgraduate Study Programmes.
- 2.6.11 A student who fails in Dissertation shall be allowed to resubmit the failed Dissertation subject to approval by the Senate.

### **3.0 MSc. Urban and Regional Development Planning and Management**

- 3.1 Where relevant, the ARU University guidelines for preparation of dissertations shall apply.
- 3.2 Students who are admitted to the M.Sc. (URPM) programme must complete all the prescribed courses, which amount to 62 units (ARU and Dortmund).
- 3.3 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 3.4 Completing a course shall mean scoring at least B grade. Course work in courses other than Studio Projects shall include two tests and two assignments in each course in each semester.
- 3.5 Course work assessment for theoretical courses through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Studio assessment shall be made up of continuous assessment 60% and final presentation 40%.
- 3.6 No students shall be allowed to supplement Studio Project. Student(s) who fails in Studio Project shall be discontinued.

#### **3.7 Dissertation Regulations**

- 3.7.1 Each student in consultation with the supervisor shall formulate a dissertation research proposal (Dissertation I) in semester I of the programme at ARU and supervisors shall be approved by the Department.
- 3.7.2 The Department shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I).
- 3.7.3 Progress in dissertation proposal preparation shall be monitored through regular presentations that are marked. THREE marked oral presentations shall be programmed from time to time by the Department.
- 3.7.4 Assessment of continuous Dissertation I preparation shall carry 60% and submitted written proposal shall carry 40%. The criteria for assessing Dissertation I are as shown in tables 3.1, 3.2 and 3.3.





**Table 3.4 Criteria for assessment of written Dissertation I (During examinations Period)**

|   | Candidates Name     | Title/topic | Statement of the problem | Research objectives | Research questions | Conceptual framework | Methodology, | Analytic methods | Citation and references | Total | Mark awarded |
|---|---------------------|-------------|--------------------------|---------------------|--------------------|----------------------|--------------|------------------|-------------------------|-------|--------------|
|   | <b>Points/marks</b> | 4           | 8                        | 4                   | 4                  | 5                    | 5            | 4                | 6                       | 40    |              |
| 1 |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 2 |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 3 |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |
| 4 |                     |             |                          |                     |                    |                      |              |                  |                         |       |              |

3.7.6 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I Examination shall NOT be allowed to proceed with Dissertation II course offered in the following semester.

3.7.7 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Dissertation I.

3.7.8 Each student shall write DISSERTATION (Dissertation II) in Semester II of the MSc URPM programme.

3.7.9 Modalities for assessing Dissertation II of MSc URPM programme is via a viva voce.

### **3.7.10 Viva Voce Examinations for MSc URPM Programme**

3.7.10.1 There shall be *viva voce* examination for MSc URPM. The Department of URP and School Board (URP) shall be responsible for the conduct and processing of all examinations results. The Senate Higher Degrees Research and Publication Committee (SHDRPC) shall provide oversight responsibilities and forward the results to the Senate for approval.

3.7.10.2 The *viva voce* examination shall take place only after the School and SHDRPC and Senate have been satisfied that the dissertation submitted by the candidate is considered by the examiners to be satisfactory.

3.7.10.3 The questions to be asked in the *viva voce* examination shall primarily focus on the candidate's dissertation research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the dissertation subject matter.

3.7.10.4 The members of the *viva voce* panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.

3.7.10.5 The *viva voce* examination panel for MSc URPM shall comprise five academics who shall be appointed by the SHDRPC on the recommendation by the School and the Head of Department where the candidate is registered. The *viva voce* panel shall be as follows:

- (i) The School Dean or his/her nominee (Chairperson);
- (ii) External Examiner (or his/her) representative, recommended by the School Dean;
- (iii) Internal Examiner who assessed the dissertation;
- (iv) The candidate's second supervisor (if applicable or appointee of the Dean);
- (v) Head of Department (or his/her appointee).

- 3.7.10.6 The Director of Postgraduate Studies, Research and Publication or his/her representative may attend the *viva voce* examination to guide panel members on the conduct of the examination.
- 3.7.10.7 The SHDRPC and Senate must approve the date of examination at least two weeks before the examination.
- 3.7.10.8 The time and place of the master's defence shall be, officially announced by the Director of Postgraduate Studies, Research and Publication or the School at least two (2) weeks before the scheduled oral defence.
- 3.7.10.9 The defence may be held only if:
- (i) The dissertation manuscript has been received by each member of the Master's Examination Panel at least one (1) week before the scheduled examination; and
  - (ii) All members of the Examination Panel are present. If the External Examiner is absent, she/he shall be required to send the comments to the Chair of the Panel who shall integrate these in the final report. If any other member is absent the defence shall be rescheduled.
- 3.7.10.10 The function of the *viva voce* shall be to ascertain that the dissertation presented fulfils the following criteria:
- (i) The dissertation is the original work of the candidate;
  - (ii) The broader subject area in which the study is based is fully grasped by the candidate;
  - (iii) Any weaknesses in the dissertation are adequately clarified by the candidate; and a definite recommendation is made to the SHDRPC whether the candidate should be declared as having passed or failed.
- 3.7.10.11 The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the *viva voce* examination.
- 3.7.10.12 At the end of the *viva voce* examination, the panel members shall sign viva voce Examination Results Form ARU/PG.F11 giving specific recommendations on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of SHDRPC for further processing.
- 3.7.10.13 Where there is a disagreement between the recommendation of the dissertation examiners and *viva voce* examiners, the Senate's Higher Degrees Committee shall study the case and recommend to Senate one of the following options:
- (i) The candidate revises and re-submits the dissertation and subsequently re-appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate: or
  - (ii) The candidate is deemed to have failed outright.
- 3.7.10.14 The duration of the *viva voce* examination for (URPM) dissertation shall not exceed two hours:
- (i) 30 minutes of presentation;
  - (ii) 1 hour and 15 minutes of questions and answers;
  - (iii) 15 minutes of deliberations.
- 3.7.10.15 The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the SHDRPC.

- 3.7.10.16 If the student fails the defence, he/she may submit himself/herself for a second defence. Failure to pass the second defence disqualifies the student from the master's programme. Furthermore, this disqualifies the student from being admitted into other master's programmes offered by the School.
- 3.7.10.17 Subsequent publications from a dissertation submitted for a Masters degree of the Ardhi University must contain a statement that the work is based on a dissertation submitted to the University.
- 3.7.10.18 **Appeals:** The General University Examination Regulations of ARU (2008/9) shall govern the conduct of appeals against the decision of the Senate pertaining to examination results. Such appeals must be lodged within the appropriate University authorities within six months from the date of approval of the results.
- 3.7.10.19 **Submission of dissertation for degree award**
- 3.7.10.19.1 The copies of the dissertation (4 copies for Masters) for initial submission should be in loosely bound form.
- 3.7.10.19.2 After satisfactorily completing all the corrections recommended by examiners seven (7) hard bound error free copies of dissertations shall be submitted as a requirement for graduation.
- 3.7.10.19.3 The seven bound copies of the approved dissertations shall be distributed as follows:
- (i) The original copy for the University Library (ARU);
  - (ii) One copy for the Student;
  - (iii) One copy for the Dortmund University of Technology;
  - (iv) One copy for the host area/district where the study was conducted;
  - (v) One copy for the National Library and;
  - (vi) Two copies (one each) to the supervisors.
  - (vii) Soft copies of the Masters dissertations in PDF format shall be submitted to ARU University and School Libraries.

## **EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMME IN THE SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS**

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Geospatial Sciences and Technology

### **A. School regulations for the programmes of Postgraduate Diploma in Geospatial Sciences and Technology, Master of Science in Geomatics and PhD in Geomatics**

#### **1. Postgraduate Diploma**

##### **1.1 General Regulations**

- 1.1.1 Students, who are admitted to the postgraduate Diploma in Geospatial Sciences and Technology, must complete all the prescribed courses which add up to 31 course units
- 1.1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and university examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the university examination accounts for 60%.

#### **2. Continuous Assessment**

- 2.1 For purpose of continuous assessment, there shall be a minimum of one homework, one project based assignment and two written tests under examination conditions per semester. A project based assignment shall involve conducting a literature search on a given topic as deemed appropriate by the course coordinator. Assessment of the project based assignment shall be done on the basis of a written report and oral presentation of the assignment. Written tests, homework and project based assignment shall account for 20%, 5% and 15% respectively, all leading to an assessment of 40%. The marks for written project based assignment and oral presentation shall be in the ratio of 2 to 1 of 15%.

#### **3. Postgraduate Projects**

- 3.1 Continuous assessment in these subjects shall comprise assessments of written report and oral presentations, as the case may be in each department.
- 3.2 For purpose of continuous assessment, there shall be two oral presentations of Postgraduate Project in the semester in which the subject is offered. The second assessment shall be done, at the latest, one week before the university Examination starts.
- 3.3 Continuous Assessment for project work shall account for 60% and final presentation and written report for 40% all leading to an assessment of 100%.
- 3.4 Student's progress status will be monitored/recorded in a Log Book.
- 3.5 The final assessment of project work shall comprise of oral presentation and written report.
- 3.6 Project Report shall be well bound, word processed in 1.5 spaced A4 sheets, Font 12. The main body shall contain between 40 and 70 pages.
- 3.7 Three loose bound copies of the project reports endorsed by the supervisor(s) shall be submitted to the Head of Department by the last Friday preceding the start of the

University Examinations for that semester. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the project.

- 3.8 The final assessment of project work shall comprise of oral presentation and written report.
- 3.9 The final assessment shall be made by a panel of two examiners, which shall consist of the candidate's supervisor and another examiner nominated by the Departments.
- 3.10 A Postgraduate Project may be passed subject to corrections
- 3.11 Any project which is passed subject to corrections shall be considered to be completed when all errors/ mistakes/shortfalls pointed out by examiners have been corrected and, three copies of acceptable hard copy bound project report endorsed by the Coordinator are submitted to the head of the Department. Failure by the student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.
- 3.12 The assessment sheet for the written project report shall have the following format:

| Marking Criteria  | Maximum Marks (%) | Marks Awarded | Remarks |
|---|-------------------|---------------|---------|
| Form and Format of presentation(style, language, word processing etc) | 10                |               |         |
| Literature review and referencing                                     | 10                |               |         |
| Material collection   | 20                |               |         |
| Data collection organization and analysis                             | 20                |               |         |
| Discussion of results   | 20                |               |         |
| Conclusion and Recommendation   | 20                |               |         |
| <b>Total</b>  | 100               |               |         |

- 3.13. The assessment sheet for the final oral presentation shall have the following format:

| Marking Criteria                 | Maximum Marks (%) | Marks Awarded | Remarks |
|----------------------------------|-------------------|---------------|---------|
| Understanding of the problem     | 10                |               |         |
| Data analysis and interpretation | 25                |               |         |
| Discussion of results            | 20                |               |         |
| Self Expression                  | 20                |               |         |
| Response to Questions            | 25                |               |         |
| <b>Total</b>                     | 100               |               |         |

- 3.14. Marks for written project report and final oral presentation of the same shall be in the ratio of 5 to 1 of the 60%.

#### 4. Transfer to Msc. Programme

- 4.1 The school shall prescribe subjects (pre-requisite/additional course) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programme.
- 4.2 A GPA of at least 4.0 is required for one to qualify for transfer from PGD to relevant M.Sc. Programme.

#### 5. M.Sc. Degree (By Course Work and Dissertation)

##### 1.1 General Regulations

- 1.1.1 The registration period for the programme shall not exceed three years for full-time students and four years for part time students.

- 1.1.2 Registration will take place during the first two weeks of semester I and Semester II of the respective intake.
- 1.1.3 Completing the coursework component of the programme the candidate must Pass a minimum of 36 units (26 of compulsory courses and 8 of elective ) courses.
- 1.1.4 No candidate will be allowed to proceed to the dissertation phase before fulfilling all coursework requirements

## 1.2 Seminar Papers

- 1.2.1 A candidate shall prepare and present two (2) Seminar Papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total dissertation marks.
- 1.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisors(s) of the student.
- 1.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 1.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

| Marking Criteria   | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Form and Format of presentation (style, language), word processing etc.) | 10            |               |         |
| Literature Review and Referencing  | 10            |               |         |
| Research Methodology   | 20            |               |         |
| Data analysis and interpretation   | 20            |               |         |
| Discussion of results  | 20            |               |         |
| Conclusion and Recommendations   | 20            |               |         |
| <b>Total</b>   | <b>100</b>    |               |         |

- 5.2.5 The assessment sheet for oral presentation of seminar paper shall have the following format:

| Marking Criteria                      | Maximum Marks | Marks Awarded | Remark |
|---------------------------------------|---------------|---------------|--------|
| Understanding of the research problem | 10            |               |        |
| Data analysis and interpretation      | 25            |               |        |
| Discussion of results                 | 20            |               |        |
| Self Expression                       | 20            |               |        |
| Response to Questions                 | 25            |               |        |
| <b>Total</b>                          | <b>100</b>    |               |        |

- 5.2.6 The marks for written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

## 6.0 Masters Degree (By Thesis)

### 6.1 General Regulations

- 6.1.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

### 6.2 Seminar Papers

- 6.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of total thesis marks.
- 6.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 6.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 6.2.4 The assessment sheet for the written scientific seminar paper shall have the following Format:

| Marking Criteria  | Maximum Marks (%) | Marks Awarded | Remarks |
|---|-------------------|---------------|---------|
| Form and Format of presentation (style, language, word processing etc.) | 10                |               |         |
| Literature review and referencing                                       | 10                |               |         |
| Research Methodology  | 20                |               |         |
| Data analysis and interpretation  | 20                |               |         |
| Discussion of results   | 20                |               |         |
| Conclusion and Recommendations  | 20                |               |         |
| <b>Total</b>  | <b>100</b>        |               |         |

- 6.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

| Marking Criteria                      | Maximum Marks | Marks Awarded | Remarks |
|---------------------------------------|---------------|---------------|---------|
| Understanding of the research problem | 10            |               |         |
| Data analysis and interpretation      | 25            |               |         |
| Discussion of results                 | 20            |               |         |
| Self Expression                       | 20            |               |         |
| Response to Questions                 | 25            |               |         |
| <b>Total</b>                          | <b>100</b>    |               |         |

- 6.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%

## 7. Doctor of Philosophy

### 7.1 General Regulations

- 7.1.1 The registration period for PhD. Programme shall not exceed five years for full –time students and seven years for part-time students.

### 7.2 Seminar Papers

- 7.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her PhD. Research work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a Ph.D. Thesis.
- 7.2.2 Passing seminar papers shall be a prerequisite for submission of a Ph. D. thesis for examination. Pass mark for a seminar paper shall be 60%.
- 7.2.3 Seminar paper shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.

7.2.4 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.

7.2.5 The assessment sheet for written scientific seminar paper shall have the following format:

| Marking Criteria  | Maximum Marks (%) | Marks Awarded | Remarks |
|---|-------------------|---------------|---------|
| Form and Format of presentation (style, language, word processing etc.) | 10                |               |         |
| Literature review and referencing                                       | 10                |               |         |
| Research Methodology  | 20                |               |         |
| Data analysis and interpretation  | 20                |               |         |
| Discussion of results   | 20                |               |         |
| Conclusion and Recommendations  | 20                |               |         |
| <b>Total</b>  | <b>100</b>        |               |         |

7.2.6 The assessment for the oral presentation of the seminar paper shall have the following format:

| Marking Criteria                      | Maximum Marks (%) | Marks Awarded | Remarks |
|---------------------------------------|-------------------|---------------|---------|
| Understanding of the research problem | 10                |               |         |
| Data analysis and interpretation      | 25                |               |         |
| Discussion of results                 | 20                |               |         |
| Self Expression                       | 20                |               |         |
| Response to Questions                 | 25                |               |         |
| <b>Total</b>                          | <b>100</b>        |               |         |

## **B. School regulations for the programmes of Postgraduate Diploma in Real Estate, Master of Science in Real Estate and PhD in Real Estate**

### **1 Postgraduate Diploma in Real Estate**

#### **1.1 General Regulation**

1.1.1 Since the modular mode (part-time) may demand considerable time of a particular teaching staff to be concentrated in short duration, the availability of the modular mode shall be subject to a availability of such teaching staff.

#### **1.2 Continuous Assessment**

1.2.1 For the purpose of continuous assessment in all taught courses, there shall be a minimum of Two Homeworks/Assignments and Two Written Tests under examination conditions per semester. Written tests shall carry a weight of 3 against a weight of 1 for homeworks all leading to an assessment of 40%.

#### **1.3 Project Paper**

1.3.1 The passing grade for a Project Paper shall be a 'B' or Higher. A candidate scoring below a 'B' Grade shall be allowed to re-submit the failed Project Paper within a period of three months from the date the results are published.

1.3.2 For the purpose of continuous Project Paper assessment, the Project Paper shall be assessed three times. The School Board shall prescribe the time and venue of assessment/presentation.



- 1.3.3 A minimum panel of three school examiners shall attend and assess Oral Project Paper presentations.
- 1.3.4 Three loose bound Project Paper reports endorsed by the supervisor(s) shall be submitted to the Department by the last Friday preceding the commencement of University Examinations. Project Paper Reports NOT submitted within the specified period without compelling reasons shall not be accepted by the Department.
- 1.3.5 A Project Paper may be passed subject to corrections. Any Project Paper which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the dissertation to be failed.
- 1.3.6 A student who fails in a project paper shall be given a maximum period of three months from the date the Senate approves the results to re-submit the Project Paper.
- 1.3.7 A candidate failing in the re-submission of a Project Paper may be allowed another re-submission of the Project Paper at the discretion of the Senate and the Senate shall prescribe the time for such re-submission.
- 1.3.8 Project Paper Continuous assessment shall comprise 3 marked presentations of which the first 2 presentations shall account 30% marks while the written Project work and third (final) oral presentation shall account for 70%, all leading to an assessment of 100%.
- 1.3.9 The marks for the written project paper work and final (3<sup>rd</sup>) oral presentation shall be in the ration of 7 to 3 of 70%.
- 1.3.10 The Assessment sheet for oral Project Paper presentations shall have the following format:

Name of Student: .....  
 Project Paper Title: .....  
 Name of Examiner .....  
 Signature of Examiner: ..... Date: .....

| Marking Criteria                                     | Maximum Marks | Marks Awarded | Remarks |
|--|---------------|---------------|---------|
| Understanding of the issue/problem                   | 25            |               |         |
| Data presentation, Analysis arguments and discussion | 25            |               |         |
| Self Expression                                      | 20            |               |         |
| Response to questions                                | 30            |               |         |
| <b>Total</b>   | 100           |               |         |

- 1.3.11 The assessment sheet for the written Project Paper Report shall be as follows:

Name of Candidate: .....  
 Project Paper Title: .....  
 Name of Examiner .....  
 Signature of Examiner .....  
 Date: .....

| Marking Criteria  | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Form and Format of presentation (Style, Language, Typing etc.)                    | 10            |               |         |
| Material Content and contribution to Knowledge, Literature Review and Referencing | 25            |               |         |

|  |     |  |  |
|--|-----|--|--|
| Data Collection, Processing and Analysis, arguments & discussion | 30  |  |  |
| Quality of Conclusions and Practicability of Recommendations     | 35  |  |  |
| <b>Total</b>   | 100 |  |  |

- 1.3.12 Every Written Project Paper shall be examined by 2 Examiners appointed by the School Board and approved by the Senate as follows:
- i) The Supervisor who will act as the first Examiner
  - ii) A second Examiner appointed from within the University

#### **1.4 Transfer to MSc. Programmes**

- 1.4.1 The School shall prescribe subjects (pre-requisite/additional courses) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programmes.
- 1.4.2 A GPA of at least 4.0 is required for one to qualify for transfer from a PGD Programme to relevant M.S.c. Programme.

### **2. Masters Degree (By Coursework and Dissertation)**

- 2.1 Unless otherwise stated, a minimum of 30 units shall be completed to satisfy the coursework requirement before proceeding to the dissertation phase.

No Candidate shall be allowed to proceed to the Dissertation phase before fulfilling all course work requirements.

For the purpose of continuous assessment in all taught courses, there shall be a minimum of Two Homeworks/Assignments and Two written Tests under examination conditions per semester. Written tests shall carry a weight of 3 against a weight of 1 for homeworks, all leading to an assessment of 40%.

#### **2.4 Dissertation**

- 2.4.1 There shall be 3 Oral Dissertation Presentations to be attended by a minimum panel of 3 members of the School Examiners.
- 2.4.2. Three loose bound Dissertation Reports, endorsed by the supervisor(s) shall be submitted to the Department by the last Friday preceding the commencement of University Examinations. Dissertation Reports NOT submitted within the specified period without compelling reasons shall not be accepted by the Department.
- 2.4.3 A Dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the dissertation to be failed.
- 2.4.4 Dissertation Continuous assessment shall comprise marking of the 3 presentations in clause 21.0 above, of which the first 2 presentations shall account for 30% of the total marks while the written Dissertation Report and third (Final) Oral presentation shall account for 70%, all leading to an assessment of 100%.
- 2.4.5 The marks for the written dissertation work and final oral presentation shall be in the ratio of 7 to 3 of 70%.
- 2.4.6 The Assessment sheet for oral Dissertation Presentations shall have the following format:

Name of Student: .....  
 Name of Examiner: .....  
 Signature of Examiner: ..... Date: .....

| Marking Criteria               | Maximum Marks | Marks Awarded | Remarks |
|--------------------------------|---------------|---------------|---------|
| Understanding of the Problem   | 25            |               |         |
| Data Presentation and Analysis | 25            |               |         |
| Self Expression                | 20            |               |         |
| Response to Questions          | 30            |               |         |
| <b>Total</b>                   | <b>100</b>    |               |         |

2.4.7 The Assessment sheet for the written Dissertation Reports shall be as follows:

Name of Candidate: .....  
 Dissertation Title: .....  
 Name of Examiner: .....  
 Signature of Examiner: .....  
 Date: .....

| Marking Criteria  | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Form and Format of presentation (Style, Language, Typing etc.)                    | 10            |               |         |
| Material Content and contribution to Knowledge, Literature Review and Referencing | 25            |               |         |
| Data Collection, Processing and Analysis, arguments & discussion                  | 30            |               |         |
| Quality of Conclusions and Practicability of Recommendations                      | 35            |               |         |
| <b>Total</b>  | <b>100</b>    |               |         |

2.4.8 Every Dissertation Report shall be Examined by three examiners appointed by the School Board and approved by the SENATE as follows;

- The Supervisor who will act as an Internal Examiner
- An External examiner appointed from outside the University
- An Examiner appointed from within the University

### 3. Masters Degree (By Thesis)

3.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

#### 3.2 Seminar Papers

3.2.1 A candidate shall prepare and present two (2) Seminar Papers which are related to his/her dissertation work per semester. Seminar papers shall be assessed and contribute 20% of total Thesis marks.

3.2.2 Seminar Papers shall be assessed by a panel of at least 3 internal examiners including supervisor(s) of the student.

3.3.3 The assessment of the Seminar Paper shall comprise an Oral Presentation and a Written Paper.

3.3.4 The assessment sheet for the Oral Presentation of the Seminar Paper shall have the following format;

Name of Student:.....

Project paper Title:.....  
 Name of Examiner:.....  
 Signature of Examiner:.....  
 Date:.....

| Marking Criteria                   | Maximum marks | Marks Awarded | Remarks |
|------------------------------------|---------------|---------------|---------|
| Understanding of the problem/issue | 25            |               |         |
| Data analysis and interpretation   | 25            |               |         |
| Self Expression                    | 20            |               |         |
| Response to Questions              | 30            |               |         |
| <b>Total</b>                       | <b>100</b>    |               |         |

3.3.5 The assessment sheet for the written Seminar Paper shall have the following format;

Name of Student:.....  
 Project paper Title:.....  
 Name of Examiner:.....  
 Signature of Examiner:.....  
 Date:.....

| Marking Criteria                                     | Maximum marks (%) | Marks Awarded | Remarks |
|--|-------------------|---------------|---------|
| Understanding of the problem/issue                   | 15                |               |         |
| Data presentation, Analysis arguments and discussion | 15                |               |         |
| Self Expression                                      | 20                |               |         |
| Response to questions                                | 30                |               |         |
| Conclusions and Recommendations                      | 20                |               |         |
| <b>Total</b>   | <b>100</b>        |               |         |

#### 4. Doctor of Philosophy

4.1 The registration period for a Ph.D. Programme shall not exceed 5 years for full- time students and seven years for part-time students.

##### 4.2 Seminar Papers

4.2.1 A candidate shall prepare and present two (2) Seminar Papers which are related to his/her Ph.D. Research work per Semester. Seminar Papers shall be assessed but they shall not contribute to the final assessment of a Ph.D. Thesis.

4.2.2 Passing a Seminar Paper shall be a prerequisite for submission of a Ph.D. thesis for examination. Pass mark for a Seminar Paper shall be 60%.

4.2.3 Seminar Papers shall be assessed by a panel of at least 5 internal examiners including the Supervisor(s) of the student.

4.2.4 The assessment of Seminar Papers shall comprise of an oral presentation and a written paper.

4.2.5 The assessment sheet for oral Seminar Paper shall have the following format;

- Name of Candidate:.....
- Project Paper Title:.....
- Name of Examiner:.....
- Signature of Examiner:.....
- Date:.....

4.2.6 The assessment for the Written Seminar Paper shall have the following format;

Name of Candidate:.....

Project Paper Title:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

| <b>Marking Criteria</b>   | <b>Maximum Marks</b> | <b>Marks Awarded</b> | <b>Remarks</b> |
|---|----------------------|----------------------|----------------|
| Form and Format of Presentation (style, language, word processing etc.) | 10                   |                      |                |
| Literature review and referencing                                       | 10                   |                      |                |
| Research Methodology  | 20                   |                      |                |
| Data analysis and interpretation  | 20                   |                      |                |
| Discussion of results   | 20                   |                      |                |
| Conclusion and Recommendations  | 20                   |                      |                |
| <b>Total</b>  | 100                  |                      |                |

## **EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMME IN THE SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY**

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University, the following Regulations shall apply for Postgraduate programmes in the School of Environmental Science and Technology

### **1. Postgraduate Diploma**

#### **1.1 General Regulations**

- 1.1.1 Students, who are admitted to the postgraduate Diploma in Environmental Technology and Management (PGD-ETM), must complete all the prescribed courses which add up to 30 course units.
- 1.1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and university examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the university examination accounts for 60%.

#### **1.2 Continuous Assessment**

- 1.2.1 For the purpose of continuous assessment, there shall be a minimum of one homework, one project based assignment and two written tests under examination conditions per semester. Project based assignment shall involve conducting a literature survey on a given topic/laboratory assignment or any academic assignment as deemed appropriate by the lecturer. Assessment of project based assignment shall be done on the basis of a written report and oral presentation of the assignment. Written tests, homework and project based assignment shall account for 20%, 5% and 15 %, respectively, all leading to an assessment of 40%. The marks for the written project based assignment and oral presentation shall be in the ratio of 2 to 1 of 15%.

#### **1.3 Postgraduate Projects**

- 1.3.1 Continuous assessment in these subjects shall comprise assessments of written report and oral presentations, as the case may be in each department.
- 1.3.2 For the purpose of continuous assessment, there shall be two oral presentations of Postgraduate Project in the semester in which the subject is offered. The second assessment shall be done, at the latest, one week before the University Examinations start.
- 1.3.3 Continuous assessment for project work shall account for 60% and final presentation and written report for 40% all leading to an assessment of 100%.
- 1.3.4 Project work shall be handed in to the Department two days before University Examinations for that Semester start. Final project work not submitted within specified period without compelling reasons shall be penalized by deducting from the total score five marks per day.
- 1.3.5 Project work shall be word processed in 1.5 spaced A 4 sheets, Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.3.6 The final assessment of project work shall comprise of oral presentation and written report.
- 1.3.7 The final assessment shall be made by a panel of two examiners, which shall consist of the candidate's supervisor and another examiner nominated by the Department.
- 1.3.8 The assessment sheet for the written project report shall have the following format:

| Marking Criteria  | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Form and Format of presentation (style, language, word processing etc). | 10            |               |         |
| Literature review and referencing                                       | 10            |               |         |
| Material content  | 20            |               |         |
| Data collection organization and analysis                               | 20            |               |         |
| Design/Graphics/Modeling  | 20            |               |         |
| Conclusion and Recommendation   | 20            |               |         |
| <b>Total</b>  | 100           |               |         |

1.3.9 The assessment sheet for the final oral presentation shall have the following format:

| Marking Criteria                 | Maximum Marks | Marks Awarded | Remarks |
|----------------------------------|---------------|---------------|---------|
| Understanding of the problem     | 10            |               |         |
| Data analysis and interpretation | 25            |               |         |
| Discussion of Design/Graphics    | 20            |               |         |
| Self Expression                  | 20            |               |         |
| Response to Questions            | 25            |               |         |
| <b>Total</b>                     | 100           |               |         |

1.3.10 A Postgraduate Project may be passed as it is, failed outright or passed subject to corrections.

1.3.11 Any Postgraduate Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and an acceptable hard bound project report, endorsed by the supervisor is submitted to the Department. Failure by student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.

1.3.12 The marks for written project report and final oral presentation of the same shall be in the ratio of 5 to 1 of the 60%.

#### 1.4 Transfers to M.Sc. Programmes

1.4.1 The School shall prescribe subjects (pre-requisite/additional courses) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programme.

1.4.2 A GPA of at least 4.0 is required for one to qualify for transfer from PGD to relevant M.Sc. Programme.

### 2. MSc. Degree (By Course Work and Dissertation)

#### 2.1 General regulations

2.1.1 The registration period for the programme shall not exceed three years for full-time students and four years for part-time students.

2.1.2 Registration will take place during the first two weeks of Semester I and Semester II of the respective intake.

2.1.3 Completing the coursework component of the programme the candidate must pass a minimum of 34 units (25 units of core courses and 9 units of electives).

2.1.4 No candidate shall be allowed to proceed to the dissertation phase before fulfilling all coursework requirements.

## 2.2 Seminar Papers

- 2.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total dissertation marks.
- 2.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 2.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 2.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

| Marking Criteria  | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Form and Format of presentation (style, language, word processing etc). | 10            |               |         |
| Literature review and referencing                                       | 10            |               |         |
| Research methodology  | 20            |               |         |
| Data analysis and interpretation  | 20            |               |         |
| Discussion of results   | 20            |               |         |
| Conclusion and Recommendations  | 20            |               |         |
| <b>Total</b>  | <b>100</b>    |               |         |

- 2.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

| Marking Criteria                      | Maximum Marks | Marks Awarded | Remarks |
|---------------------------------------|---------------|---------------|---------|
| Understanding of the research problem | 10            |               |         |
| Data analysis and interpretation      | 25            |               |         |
| Discussion of results                 | 20            |               |         |
| Self Expression                       | 20            |               |         |
| Response to Questions                 | 25            |               |         |
| <b>Total</b>                          |               |               |         |

- 2.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

## 3. MSc. Degree (By Thesis)

### 3.1 General regulations

- 3.1.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

### 3.2 Seminar Papers

- 3.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total thesis marks.
- 3.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 3.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.



3.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

| Marking Criteria  | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Form and Format of presentation (style, language, word processing etc). | 10            |               |         |
| Literature review and referencing                                       | 10            |               |         |
| Research methodology  | 20            |               |         |
| Data analysis and interpretation  | 20            |               |         |
| Discussion of results   | 20            |               |         |
| Conclusion and Recommendations  | 20            |               |         |
| <b>Total</b>  | 100           |               |         |

3.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

| Marking Criteria                      | Maximum Marks (%) | Marks Awarded | Remarks |
|---------------------------------------|-------------------|---------------|---------|
| Understanding of the research problem | 10                |               |         |
| Data analysis and interpretation      | 25                |               |         |
| Discussion of results                 | 20                |               |         |
| Self Expression                       | 20                |               |         |
| Response to Questions                 | 25                |               |         |
| <b>Total</b>                          | 100               |               |         |

3.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

#### 4. PhD

##### 4.1 General regulations

4.1.1 The registration period for the Ph.D. programme shall not exceed five years for full-time students and seven years for part-time students.

##### 4.2 Seminar Papers

4.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her PhD research work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a Ph.D. thesis.

4.2.2 Passing seminar papers shall be a prerequisite for submission of a Ph.D. thesis for examination. Pass mark for a seminar paper shall be 60%.

4.2.3 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.

4.2.4 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.

4.2.5 The assessment sheet for the written scientific seminar paper shall have the following format:

| Marking Criteria                        | Maximum Marks | Marks Awarded | Remarks |
|---|---------------|---------------|---------|
| Form and Format of presentation (style, | 10            |               |         |

|                                   |            |  |  |
|-----------------------------------|------------|--|--|
| language, word processing etc).   |            |  |  |
| Literature review and referencing | 10         |  |  |
| Research methodology              | 20         |  |  |
| Data analysis and interpretation  | 20         |  |  |
| Discussion of results             | 20         |  |  |
| Conclusion and Recommendations    | 20         |  |  |
| <b>Total</b>                      | <b>100</b> |  |  |

4.2.6 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

| <b>Marking Criteria</b>               | <b>Maximum Marks</b> | <b>Marks Awarded</b> | <b>Remarks</b> |
|---------------------------------------|----------------------|----------------------|----------------|
| Understanding of the research problem | 10                   |                      |                |
| Data analysis and interpretation      | 25                   |                      |                |
| Discussion of results                 | 20                   |                      |                |
| Self Expression                       | 20                   |                      |                |
| Response to Questions                 | 25                   |                      |                |
| <b>Total</b>                          | <b>100</b>           |                      |                |